

**MINUTES OF THE ORANGE COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES' MEETING
Tuesday, April 18, 2018
Music Room, Morrison Hall, Middletown Campus**

Present: H. Ullrich, F. Watson, B. Krahulik, J. Wolfe, M. Murphy, T. Hunter, C. Maleike
Absent: G. Mokotoff

I. CALL TO ORDER – Chair Ullrich called the meeting to order at 5:05 PM

II. CONSENT AGENDA

Chair Ullrich requested a motion to approve the Consent Agenda:

- A. Approval of regular minutes from March 13, 2018
- B. Approval of Financial statements for March 2018
- C. Approval of Retirements:

<u>Name</u>	<u>Discipline</u>	<u>Years of Service</u>	<u>Effective</u>
Ronald Vigliotti*	IT	23	April 27, 2018

*At the same time, the board approved the early retirement incentive based on his 23 years of service to the College.

In addition, the board approved the following retirements for employees who accepted the voluntary retirement incentive.

<u>Name</u>	<u>Discipline</u>	<u>Years of Service</u>	<u>Effective</u>
Kathleen Wright	English	41	May 18, 2018
Donald Parker	English	41	May 18, 2018
Florence Hannes	OTA	40	May 18, 2018
Gary Pavek	Behavioral Sciences	38	May 18, 2018
Samuel Markovits	Business	37	May 18, 2018
Stephen Coccia	Behavioral Sciences	37	May 18, 2018
Suzanne Krissler	Business	37	May 18, 2018
Susan Parry	Library	35	May 18, 2018
James Givant	English	34	May 18, 2018
Kathleen Malia	English	34	May 18, 2018
Elizabeth White	Business	27	May 18, 2018

A motion was made to accept consent agenda Krahulik/Wolfe

Chair Ullrich noted that the following documents were at board places:

- Flyer with details on the Paul Rickard Memorial Golf Outing
- September 2018 “Faculty Council Matters” publication from the FCCC
- FCCC Delegate report from Professor Diane Bliss
- Foundation Executive Report from Dr. Russell Hammond

III. REPORTS

A. President’s Report (Dr. Kristine Young)

- The College is busy as always at the end of the Academic Year and many award ceremonies and celebrations are happening.
- This is also a time of budgeting and Administration has been busy preparing AY 2018-2019 budget.

- Congratulations to the following students who received the Student Chancellor Award:
 - Emma Paradies
 - Renita Johnson
 - Reuben Buck
- In addition, congratulations to Renita Johnson for receiving the Jack Kent Cooke Foundation's transfer award, which is one of the highest scholarship awards a student can receive.
- Dr. Hackman has received notification that SUNY Orange has been accepted by SARA (National Council for State Authorization Reciprocity Agreements.) With this membership, there are many benefits to students, including the ability to use SARA as a resource when looking at transfers and what courses will be approved in other states.
- The MOA between the College and the College Association is ready for the president's signature. No real substantial changes to the agreement, however the Bookstore, Lab School, Food Services, Student Activity fees, and the purchase of real estate will all be formally part of the College Association effective September 1, 2018.
- The Civil Rights Review report was received in March and included a letter of findings. The College has 45 days to submit a response and after the response is given, monitoring of the College will continue for two years, to confirm that the College is in compliance in the areas where recommendations were made. President Young offered her thanks to Madeline Torres-Diaz, AVP for Student Engagement and Completion, for organizing the visit and keeping Cabinet on task with the visit and response. By April 30, the plan will be submitted.
- SUNY recently made a request that all SUNY schools review the "Short Form Name" regulations and be sure that if a short form is used, the words "community college" are included in the formal name of the College and prominent in all publications. Administration is currently reviewing this and details will be provided going forward.
- The College has been engaged with the organization "Campus Works" which conducted a business review of all campus divisions. The final report will be received next week, however the high level message is that College employees are doing a wonderful job and are extremely creative in their work, however the focus has been on process rather than product. All divisions of the College will be involved in utilizing the recommendations of "Campus Works" to become more efficient and effective in all areas, with student and employee experience being the main focus.
- The College expects an increase in the state budget contribution of \$118,000 to \$120,000 this year, which is more than last year. Senator Larkin again helped the College by advocating for the Bridges program and obtaining \$100,000 for the program. The College will also receive \$735,000 in matches for capital expenditures, already approved by the County.

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

- Academic Policy Committee was engaged this semester in the process of resolving the issue of Non-Credit programs and Commencement policy. It has become complicated and controversial therefore Governance has created an Adhoc committee and the committee's charge will be given this week. The committee will reconvene in August and have a recommendation to Dr. Young by October 1 for her to present to the Board of Trustees. Chair Ullrich noted that she is expecting that the committee will adhere to the October 1 date so that when received, the report can be given to Trustee Krahulik to quickly turn-around and forward a recommendation to the board for final approval at the October 17 board meeting.
- The P-Tech program has also been part of discussions regarding Commencement and the Executive Committee and Assembly is sensitive to the 16 students eligible to participate this year. Executive Committee has recommended to the VP for Academic Affairs that that these students, who have completed all credit obligations, have the opportunity to walk at Commencement.
- The Sustainability Committee's recommendation on the shuttle bus will be forwarded to Dr. Young.
- The Safety and Security Committee's recommendation regarding service dogs on campus will also be forwarded to Dr. Young.

- Mr. Basinski attended the recent FCCC Plenary meeting with Professor Diane Bliss and Professor Katie Sinsabaugh.
- Mr. Basinski attended the Inauguration ceremony of Dr. Havidan Rodriguez, president at SUNY Albany.
- The recent trip to China was wonderful, with 38 individuals on the trip. Many thanks to the Foundation and Student Senate for their contributions for approving additional monies for students to attend.

C. REPORT OF THE STUDENT TRUSTEE (Cindy Maleike)

➤ BoA & Events Both Campuses

Past Events:

- Middletown: April 5 - Presentation by Dr. Adeyemi Stembridge: “At What Cost? How do students experience predominantly white institutions of higher education?”
- Middletown: April 9 - Lecture by two experts on ticks in NYS: “Beware: an enemy is in your backyard –TICKS!”
- Middletown: April 12 - Job fair at the Physical Education building. In addition, students can get their professional headshot taken by the Digital Photography class students.
- Middletown and Newburgh: April 18 & 19 - Performance by comedian/magician Ben Seidman.

Future Events:

- Middletown: April 19 - Trash to treasure event. Spring cleaning items can be bought by students and they can pick anything they can from others for free.
- Middletown: April 24 - Creative Writing Club launch party for their new magazine, “The Pulp,” will be held in Shepard Center lower level. Students can pick up copy of the magazine and some students that submitted material will be doing readings.
- Middletown and Newburgh: April 24 & 26 - Spring picnic with free food, cotton candy, and snow cones.
- Middletown and Newburgh: May 1 - Stress free zone with a massage chair, aromatherapy, and henna tattoos.
- Middletown: April 21. – A Play “Celebrating Shakespeare’s birthday” with Contemporary and modern version of the play presented by the Hudson Valley Shakespeare Festival. \$10/person, free for students.

Ongoing:

- Middletown: Honors Program Capstone presentations: Apr 17, 18, 19, 24, & 26

➤ News

- The “I am a Leader” program’s last workshop will be held on Thursday April 19 and 15 students will be completing the program. They will be recognized during the Annual Awards Ceremony.
- The 59th Annual Convocation Awards Ceremony will be held on Tuesday May 15th. Students will be recognized for their academic and co-curricular achievements. As the student trustee, Trustee Maleike was elected to give a speech during the ceremony.
- The Architectural Design 4 class (with Professor Charles Passarotti) is currently working on their final project, a visitor center for the Joshua Tree National Park in California. Out of the 10 designs from the class, 3 will be selected to participate in a National Competition organized by the Coalition of Community College Architecture Programs (CCCAP).

- Student Senate - Both Campuses
 - The Middletown Student Senate is holding an open forum tomorrow, Thursday April 19, to present activities and achievements during the past academic year to encourage students to participate in student government.
 - The student senate has selected a Senior Class Gift to present to the school on behalf of the Class of 2018. The gift, \$7,000, will go towards new furniture for the micro market area at the lower level of Shepard Center.
 - Elections for the student senate and student trustee will be held April 25 through 27. Trustee Maleike had the chance to meet 2 of the candidates for student trustee and shared with them a little bit about the experience she has had in the position this academic year.

D. REPORT OF THE COLLEGE ASSOCIATION (Vinnie Cazzetta)

- College Association Board of Trustees held a board meeting this morning.
- The board welcomed new board member, Alex Kemp, who is a SUNY Orange graduate and currently a Business Relations Manager with the Orange County Partnership.
- Micro Market sales continue to be steady, although they are running slightly less this semester than the fall semester. The Rowley Micro Market is doing about 42% of the business with Bio and Kaplan hovering between the 22% to 26% and Shepard is making up about 12% of the sales.
- The renovations to the Middletown Bookstore, as per the contract with Follett, have been completed. VP Cazzetta has received a number of positive comments.
- At the February board meeting the board passed a resolution to conduct an annual review in lieu of an audit. After that meeting, it came to VP Cazzetta's attention that the College auditors rely on the Association's financial statements being audited and thus a review instead of an audit would require the auditors to give the College a "qualified" audit. Today the Association passed a resolution to reinstate an annual audit.
- With a few minor edits and the completion of two exhibits, the College Association board has authorized VP Cazzetta to sign an MOU between the College Association and the College which is essentially an auxiliary services contract between the College and College Association with respect to retail operations, food and beverage service, child care operations, and real property, and acting as a depository for student activity fees and agency funds. The MOU will be complete when the document is signed by President Young. It will take effect on September 1, 2018. The two entities were operating under an outdated MOU.
- VP Cazzetta thanked the students for their gift to the Micro Market.

E. REPORT OF THE FOUNDATION BOARD (Russell Hammond) The report of the College Foundation has been attached as Addendum 1. Highlights are below:

- Home Show was a success and this was the 8th year of the event, with the Foundation raising a total of \$200,000 total.
- Annual Fund is on track and thanks to all who have contributed.
- The first annual "Paul Rickard Golf Outing" will be held on June 4 at West Hills Country Club.
- Dr. Hammond and Mr. Rowley met with Sandy Mathes, the consultant working on developing a vision and strategic plan for the Grand Street building. The Foundation is contributing 50% of the cost for his services in collaboration with the College.
- The new Scholarship Academic Works software system is online and applications are being accepted.
- Foundation committee work:
 - Audit Committee: Recently sent out an RFP for 4 firms for audit services for upcoming 3-year period.
 - Human Resources Committee: Mr. Illobre and Dr. Hammond are working with ADP to develop a new online HR Policy manual for the Foundation.

- Special Events:
 - The Leadership Awards committee met and the honorees are confirmed. From the College, the award for Leadership in Education will go to Cynthia MacMahon and Dr. Timothy MacMahon.
 - The Foundation Golf Outing is scheduled for June 21.
- The Foundation has closed the application period for the Executive Director and first interviews will take place soon.

F. Special Report: Chief Diversity Officer Update (Lorraine Lopez-Janove)

- The Committee on Institutional Diversity and Equity (CIDE) has been very active this semester assisting with many events and initiatives.
- The New Media Students and Professor Mark Carranceja assisted with videotaping and promoting via social media the many events to mark “Black History Month” at SUNY Orange.
- A presentation by Middletown School staff on Haiti and Jamaica was held.
- A workshop was held after Assembly titled “Implicit (Unconscious) Bias”: facilitated by faculty members, Meg Atwood and Elizabeth Tarvin, and sponsored by the CTL. This was part of the “Courageous Conversations with Faculty and Staff” initiative and based on the book by Beverly Tatum, titled “Why are all the Black Kids Sitting Together in the Cafeteria?”
- The documentary “13th” was shown, facilitated by the Human Rights Commission, with Newburgh High School Students and the Criminal Justice program.
- Pryluck Lecture Series has been re-instated and on Thursday, April 5, a presentation was given by Dr. Adeyemi Stembridge, an educational consultant who specializes in equity-focused school improvement. It was well-received and the video will be available on the College’s website.
- Ms. Lopez-Janove has attended several conferences for professional development, such as SUNY DEI (Diversity, Equity and Inclusion) Conference and NADOHE (National Association of Diversity Officers in Education.”
- A review of initiatives and events held this semester compared with the Diversity and Inclusion plan’s goals shows evidence that all goals of the plan have been met this semester and have been aligned well with the plan.
- Looking ahead, the following plans are in process:
 - For students: multi-institutional collaboration with directors of student activities.
 - For faculty: multi-institutional diversity course, Dr. Stembridge, and more courageous conversations.
 - A Diversity webpage is being developed.

IV. **OLD BUSINESS:**

Policy Committee Update (Trustee Krahulik)

- The policy committee met today for a very productive meeting, reviewing many policies, including the addressing of policies related to the College’s state comptroller’s audit. The committee is close to approving several sections of the policy manual. The County attorney’s office will review before policy manual is adopted. Mike Albright is tracking the policies to ensure timely updates. Trustee Krahulik suggested that the board implement a review process for all policies, every three years.

V. **NEW BUSINESS:**

1. Approval of B.P 2.8: Internet, Email and Personal Computer Use Policy

A motion was made to approve B.P. 2.8: Internet, Email and Personal Computer Use Policy

Krahulik/Watson
Unanimous

2. Approval of B.P. 2.40: Password Security

A motion was made to approve B.P. 2.40 Password Security

Murphy/Wolfe
Unanimous

3. Approval of B.P. 5.11: Online Student Verification

A motion was made to approve B.P. 5.11 Online Student Verification

Hunter/Watson
Unanimous

VI. CHAIRMAN'S COMMENTS:

- Chair Ullrich and Vice Chair Watson met with the County Education and Economic Development Committee and other legislators with regard to the College's request for additional funding from the County for AY 2018-2019. The schedule of meetings will be sent to trustees should they wish to attend any upcoming meetings.
- The ACCT Leadership Conference will be held this fall at the Marriot New York City on October 24 through October 27. The Board has been invited to submit an application to present at the conference and proposal is due by May 4. If trustees are interest in presenting, please let Chair Ullrich know ASAP so that the application can be submitted.

VII. COMMITTEE REPORTS:

Audit and Finance Committee:

- The College's budget report this month shows that Administration is on track from a budget standpoint. A reduction in fund balance was noted, due to the recent Retirement Incentive however the program was a success and the College will reap the benefit in years to come. Trustee Krahulik reviewed a summary of the ongoing success of the voluntary retirement program.

VIII. COMMENTS FROM THE PUBLIC:

- Professor Sheila Stepp, President of the Staff and Chair Association introduced herself and noted that she recently took over the position in September. Two years ago, the union voted to become affiliated with NISOD. Many employees had to make a commitment to pay more dues however concerns with salary disparities and the need for more representation were important. Ms. Stepp noted that she cautiously signed the agreement regarding voluntary retirement incentive due to concerns of the Association leaders regarding loss of faculty members in many departments. Administration has been receptive and responsive to the concerns but the Staff Chair Association has an additional concern regarding the loss of department chairs. While Staff Chair Association understands and respects the president's ability to make interim appointments, it also wants to make sure that Administration follows the contract language as closely as possible and remains transparent, especially with interim positions appointed in crunch time periods.
- Diane Bliss gave the following FCCC Delegate report:
 - Faculty Council of Community College's 2018 Spring Plenary was held at Mohawk Valley Community College April 5-7
 - Three resolutions passed:
 - GS2 (2017-18): Resolution in Support of the UFS's Resolution on Verification of Campus Governance Consultation on Academic Program Actions

- ASA5 (2017-18): Resolution on Governance Involvement in New Initiatives
- ASA4 (2017-18): Resolution in Support of Undocumented Students and Support Services
- Speakers: Chancellor Dr. Kristina Johnson; Sr. Vice Chancellor for Community Colleges Johanna Duncan-Poitier, NYCCAP President Randy VanWagoner; Vice Chancellor & Chief Diversity Officer Carlos Medina; Mark McBride (OERs); SUNY Student Assembly President Marc Cohen
- Liaison speakers: Gwen Kay, UFS; Bill Reuter, CCBOA President; Mary Rose Eannace, Chief Academic Officers
- Chancellor Johnson: “Community Colleges are the community’s college;” also spoke to need to orient, train, and develop an appreciation for shared governance in campus leadership and administrators; 4 themes: Innovation and Entrepreneurship, Individualized Education and Seamless Transfer, Energy Sustainability, Partnerships (“CCs are leading the way on this”)
- Topics of discussion: budget and funding advocacy; Student Success Center grant; PIFs; impact of Excelsior on community colleges
- Professor Bliss noted that the Capstone presentations by Honors students are taking place this week and they are excellent. All are welcome to attend the remaining presentations which will be held on April 19, April 24, April 26 at 11 AM in the Gilman Center.
- VP Hackman noted that she was pleased to attend the Orange County Human Rights Commission’s annual awards event on behalf of Dr. Young. Among others, Lisa Silverstone, Executive Director of Safe Harbors and an emerging partner of the College was honored at the event along with Azariah McLymore, a student in the P-Tech program.
- MSMC will welcome Dr. Jason Adsit as their new president on June 1.

IX. BOARD DISCUSSION: N/A

X. BOARD ADJOURNMENT: The meeting was adjourned (Krahulik/Watson) at 7:05 PM and the board entered into an Executive Session to discuss the employment of a certain person.

Chair Ullrich later reported that the meeting ended at 7:30 PM and the open meeting resumed.

A motion was made by Trustee Krahulik to accept the matter which had been discussed in Executive Session. It was seconded by Trustee Hunter and the motion passed unanimously. The board meeting was adjourned at 7:45 PM.

Respectfully submitted,

Carol A. Murray
Secretary to the Board

*Wednesday, May 23, 2018
Board Retreat
8 AM Breakfast
8:30 AM Meeting*

*West Hills Country Club
121 Golf Links Road
Middletown, NY*