

**MINUTES OF THE ORANGE COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
MONDAY, DECEMBER 10, 2012, 4 pm
Music Room, Morrison Hall, Middletown Campus**

Present: Chair J. Wolfe, Vice Chair H. Ullrich, Secretary M. Murphy, A. Anthonisen, G. Mokotoff, R. Krahulik
Absent: J. Lewis, T. Hunter

I. CALL TO ORDER - Chair Joan Wolfe called the meeting to order at 4:10 PM.

Chair Wolfe welcomed Foundation Board members, Terry Saturno and Paula Osenni

II. CONSENT AGENDA

Chair Wolfe requested a motion to approve the Consent Agenda:

- A. Approval of regular minutes from November 12, 2012
- B. Approval of Petty Cash Reimbursements and Financial Statements for November 2012
- C. Approval of Appointments as follows:

Staff:

<u>Name</u>	<u>Discipline</u>	<u>Effective</u>
Likkia Moody	Director of Student Services Newburgh	Pro-Rated for 11/12/12 – 8/31/13
Maureen Larsen	Assistant Director of Academic Technology Information Technology (Promotion)	12/3/12 – 8/31/13

- D. Approval of Retirements as follows:

Faculty:

<u>Name</u>	<u>Discipline</u>	<u>Years of Service</u>	<u>Effective</u>
Andres Delgado*	Mathematics	21	12/31/12

*At the same time, the board approved the status of Professor Emeritus in addition to approval of the early retirement incentive.

- E. Approval of Tenure Recommendations, effective AY 2012-2013, as follows:

Faculty:

<u>Name</u>	<u>Discipline</u>
Carl Ponesse	Behavioral Sciences
Laura Angerame	Business
Timothy Zeszutek	Criminal Justice
Jennifer Mericki	Education
Amanda Stiebel	English

Ana Rosen	English
Deborah Canzano	Library
Joel Moroccho	Mathematics
Maureen Bach	Movement Science
Ilene Castaldo	Nursing

Staff

Alice Coburn	Nursing
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Trustee Krahulik requested a motion to move the November financial Statements (Item B) for further discussion (to Item F).

A motion was made to accept consent agenda for approval, with the exception of Financial Statements.

Anthonison/Murphy
Unanimous

F. Approval of Petty Cash Reimbursements and Financial Statements for November 2012

Trustee Krahulik noted that the budget numbers are good on the revenue side and the expense side. He inquired about the line item "Other" and what this category is. Chair Wolfe stated that VP Smith will be consulted regarding this question and if further discussion is necessary, it will be addressed at the January board meeting.

A motion was made to accept the financial statements for November 2012 as follows:

Krahulik/Murphy
Unanimous

III. President's Report:

- The Harriman Hall parking garage will be open for the January semester beginning on January 14, 2013.
- The Title III grant will focus on the area of Student Services. The grant will allow the College to create a one-stop student services center similar to the Newburgh Campus. The College has received a very generous gift from JMZ to provide the design and engineering for the renovations of the Shepard Student Center. The Foundation Board is pursuing other avenues for assistance with construction costs.
- SUNY Orange's Phi Theta Kappa chapter received 3 additional pinnacle awards nationally (5 in total) for enrollment increases in Phi Theta Kappa. Each award is accompanied by a small scholarship. Linda Fedrizzi, Assistant Chair for the Arts and Communication Department and Advisor to the SUNY Orange Phi Theta Kappa chapter, has done a marvelous job and the group has grown considerably.
- The first Nursing pinning ceremony, for the Newburgh Campus, will be held on December 20th and trustees will receive an invitation.

IV. REPORT OF THE COLLEGE GOVERNANCE SYSTEM – Michelle Tubbs

- President Richards forwarded a draft of the resolution to establish approved designated campus locations where tobacco use is permitted to the Campus Safety & Security Committee. The committee chair presented it to the committee at their last meeting of the semester; they will review it and respond at the very beginning of the spring semester. Governance appreciates the opportunity to be included in the creation of this policy.

- Executive Committee is in the process of finalizing a few recommendations with respect to Cultural Affairs at the College and will be forwarding those recommendations to the appropriate vice presidents and president.
- Executive Committee has forwarded a recommendation to the Vice President for Administration and Finance, Director of Facilities, and President on behalf of the Sustainability Committee regarding the College's formulation of a Climate Action Plan. Dr. Richards responded to that recommendation favorably and the recommendations of the committee will be included in the work of revising the Facilities Master Plan next spring and fall of 2013.
- Executive Committee has approved a revised charge for the Curriculum Committee that more succinctly identifies the purpose and responsibilities of the committee. The revision process allowed the college community to provide input regarding the revised charge. The approved revised charge will be presented to the college community at the Assembly meeting to be held on January 9, 2013.
- Executive Committee has completed initial review/discussion of the recommendations in the final report of the Ad Hoc Committee on Governance. Comments, actions steps and decisions are being compiled. EC still needs to investigate a few recommendations further and will also be bringing some items to Assembly for further discussion.

V. REPORT OF THE STUDENT TRUSTEE – *Janise Lewis*

Student Trustee Lewis was not in attendance and no report was given.

VI OLD BUSINESS – N/A

VII. NEW BUSINESS

A motion was made to approve update of BP 2.15: Vice Presidents

Ullrich/O'Donnell
Unanimous

A motion was made to approve the BP 2.33: Sustainable Practices in College Operations.

Trustee Krahulik requested one revision to the second sentence of the policy, substituting the word “practicable” for the word “possible” so that financial consequences will be considered before taking certain actions. He noted that not all sustainable practices are financially feasible.

A motion was made to accept changes to the wording of this policy as stated above.

Anthonisen/Ullrich
Unanimous

VIII. BOARD CHAIR COMMENTS – *Joan Wolfe*

- Chair Wolfe gave an update on enrollment at the Lab Schools as follows:
 - The Morrison Lab School in Middletown is licensed for 78 children. Currently, we have 60 children enrolled in the lab school and 44 in UPK (Universal Pre-k) and TPK (Targeted Pre-K) classes.
 - There are 6 children who use the lab school before and after the UPK and TPK classes: 47 are children of college students, 4 children of faculty/staff, and 9 from the community.
 - The Newburgh Campus Lab School is licensed for 52 children. There are 31 enrolled in the lab school and 28 enrolled in Newburgh School district UPK. The College departments using

- the Lab school observation facilities in Newburgh are Education, Psychology, and Nursing.
- The Newburgh Lab School is striving for increased enrollment.
- SUNY Orange Foundation has established a scholarship fund for the children of college students.
- Greater collaboration with all college departments is forthcoming. Elizabeth Tarvin, Department Chair of the Education Department, is writing a comprehensive curriculum for infants, toddlers and pre-school children. Dual language will be included in the curriculum for next year at the lab school and is currently being used with the Middletown School district programs.
- Chair Wolfe commended the Middletown Garden Lover's Club for an outstanding job with the Holiday decorations in Morrison Hall again this year. The College is very grateful to the group and President Richards noted that the theme this year was "Christmas Across America."

IX. COMMITTEE REPORTS AND/OR RECOMMENDATIONS

Committee of the Whole:

Middle States Accreditation Visit: Commission on Higher Education Self-Study Update – Heather Perfetti, VPAA & Christine Work, Inst. Planning, Assessment and Research Officer

VPAA Perfetti distributed and reviewed an update on the status of the Middle States Accreditation as follows:

Fall 2012: Accomplishments

- Steering Committee Guided the Working Groups
- 8 Working Groups Researched Questions in the Self-Study Design
 - Evaluated Institutional Compliance with Fundamental Elements of Each Standard
 - Wrote Drafts which are due in December
- Co-Chair Participation in Middle States Commission on Higher Education Annual Conference

Spring 2013: What's Next for the Self-Study Preparation?

- Steering Committee Co-Chairs Compile, Review and Comment on Drafts
- Steering Committee Makes Revisions to Draft Document
- Self-Study Draft Prepared for Distribution to Constituents
- Evaluate Gaps, Develop Recommendations, and Identify Strategies for Improvement
- Select Dates for Spring 2014 Visit in Collaboration with Middle States
- Work with Middle States to identify the Chair of 2014 Visiting Team and Members

Planning, Resource Allocation, and Assessment

- Institutional Effectiveness Plan Draft
 - Institutional Effectiveness Defined: Institutional effectiveness **is the systematic, explicit, and documented process of measuring performance against mission in ALL aspects of an institution.**
- Planning, Resource Allocation, and Assessment Cycle Being Finalized
- Will be Presented to the Board of Trustees in early-spring 2013

Resources

Characteristics of Excellence in Higher Education – Requirements of Affiliation and Standards for Accreditation: <http://www.msche.org/publications/CHX-2011-WEB.pdf>

Self-Study – Creating a Useful Process and Report:
<http://www.msche.org/publications/SelfStudy2012FINAL.pdf>

Team Visits – Conducting and Hosting an Evaluation Visit:*
<http://www.msche.org/publications/TeamVisitsRevOct2012.pdf>

*In particular, this document is helpful as we prepare for an evaluation visit as it describes exercises the College will be involved in to prepare for the visit in 2014.

Chair Wolfe asked if there are ways that the board can be more involved. VPAA Perfetti noted that the board will be asked to review the Institutional Effectiveness plan and once the Self-Study draft is completed, it will be helpful for the board to review and provide input to the Middle States Steering Committee. Chair Wolfe requested that the board receive the plan ahead of time in order to review prior to discussion at their board meeting. Trustee Krahulik requested a summary, rather than the entire report. VPAA Perfetti noted that there will be items that pertain specifically to the Board of Trustees and the Middle States Reviewing site team will expect the board to have a working knowledge of the Characteristics of Excellence.

Suicide Prevention Grant Review – Paul Broadie, Vice President for Student Services

VPSS Broadie reviewed a grant which the College has received to assist with the need to know more about suicide prevention due to the increase of these tragic incidents throughout the County. The College is addressing the emerging issue pro-actively and has been awarded a \$300,000 grant over the course of 3 years. The grant will allow the College to provide pro-active information to the student body and college community. It will not allow us to provide counseling, however it encourages the College to ensure that we connect individuals to resources for help.

VPSS Broadie discussed the following alarming statistics regarding suicide:

- 1 person every 18 minutes commits suicide in the United States.
- Every year, 150 families in New York State are impacted by suicide or suicide attempts.
- There is an increase in suicide attempts or suicide ideations in the following populations: the elderly, white males 30-55, and children under 12.
- 25% of youth have indicated that they have thought about suicide.
- 90% of those that die from suicide have other issues of depression or a mental health issue.

Surveys of students have been conducted which indicate that some of our students are experiencing family issues, stress and depression. The goal is to save lives but also to increase awareness about such items as Facebook suicide and how to recognize verbal and non-verbal cues.

Another intended outcome is to promote the utilization of services that are available throughout the County and to reduce the stigma placed on suicide. The College will either refer people who are dealing with the impact of suicide to support groups in the County or establish support groups on campus.

QPR training (Question, Persuade, Refer) will be provided to members of the College community and the board will receive a brief training session at the January board meeting.

Biology Department Overview – Dr. Frank Traeger, Biology Department Chair

Dr. Traeger gave a very informative overview of the Biology Department noting the following:

- Almost all faculty have doctoral degrees in diverse areas of Biological Science, including one full-time faculty member with an MD degree.
- The mission of the Biology Department focuses on 3 specific areas:
 - Course work to support students of the health professions programs.
 - General education courses for students earning an Associate of Applied Science in Math and Natural Science, with a Biology emphasis.
 - An array of educational courses to be taken as electives for students in any program on campus.
- Dr. Traeger reviewed the 15 courses taught by the Biology Department noting that there are approximately 100-115 sections of these courses taught, both in Middletown and Newburgh and 40 sections taught during Summer 1 and Summer 2. In a typical year, this would serve approximately 3000 students, constituting a large student population.
- Recently, a group of students went to the Florida Everglades and Keys with Dr. Jennifer Merriam for approximately 10 days and students have also taken trips to the Finger Lakes in the Adirondack area. These students study the biological habitat of the area.
- The Biology Department is proud of the following articulations within the community:
 - CCHS (Community College in the High School): College level Biology courses are offered to students so that they will have a more advanced knowledge of Biology when they begin College.
 - New Visions Program – Board of Cooperative Education Services for Ulster and Orange County. Typically these students are in the top 10-15% of their class and they have an interest in pursuing a career in Science, Biology, Medicine or a related field.
 - Jointly Registered Teacher Education Program (JRTEP): This is a program we teach in collaboration with the SUNY Orange Education Department and also with SUNY New Paltz. This is for students who are interested in going into teaching as a professional career in elementary, middle school, and secondary teaching in Science and/or Biology.
- SUNY Replication Program (Formerly known as the National Science Foundation Bridge Program with SUNY Purchase) The College participated in the NSF program for approximately 8 years however the NSF grant ended and the program has been replicated within SUNY and it is now called the SUNY Replication program. It is an opportunity for community college students interested in Science or Medicine, who are either minorities or come from disadvantaged backgrounds, to have an opportunity to learn about science and research. These students go to a participating institution (currently SUNY Purchase or SUNY New Paltz) and they engage in active coursework and active research with faculty mentors.
- The Biology Department is proud of their support services such as the Bat Cavern 1 and 2, where students can go for individual and group study and internet access is provided, Private tutoring can be arranged and many instructors provide ongoing additional information and review assignments in the BAT Cavern for students.
- The Biology Club is very active and the club advisors are Dr. Jennifer Merriam and Dr. David Ely. Over the last couple of years the students have gone to the Liberty Science Center where they observed a live kidney transplant operation, the Bodies Exhibit, Museum of Natural History and the Moore Museum in Philadelphia.
- With the opening of Kaplan Hall, additional courses are being offered at the Newburgh Campus.
- The Devitt Center for Botany is being used for general Biology 1 and Ecology. A Botany course will be taught in the Summer and a cooperative programming initiative with Cornell Cooperative is being discussed.

- The new Science and Engineering Building will contain more laboratory space which will allow for an increase in the number of sections taught.
- The Middletown campus stream and pond areas are used as a laboratory for courses in general Biology, Botany, Ecology, and Environmental Science and a series of educational gardens have been developed in conjunction with these courses.

X. COMMENTS FROM THE PUBLIC: N/A

XI. BOARD DISCUSSION

XII. EXECUTIVE SESSION

XIII. BOARD ADJOURNMENT

At 5:25 PM, a motion was made (Anthonisen/Krahulik) to adjourn the meeting.

Respectfully submitted,

Carol A. Murray
Secretary to the Board

***NEXT BOARD MEETING
Monday, January 14, 2012
4 PM – 5:45 PM
Board Room, Tower Building, Newburgh Campus***