

**MINUTES OF THE ORANGE COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
Wednesday, December 16, 2015
Music Room, Morrison Hall
Middletown Campus**

Present: Chair H. Ullrich, G. Mokotoff, Secretary F. Watson, J. Wolfe, T. Hunter, M. Murphy, L. Freedom, D. Benson

Absent: Vice-Chair R. Krahulik

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 November 18, 2015
- B. Approval of Petty Cash Reimbursements and Financial Statements for November, 2015
- C. Approval of Appointment Memo

FACULTY

<u>Name</u>	<u>Discipline</u>	<u>Effective</u>
Tanya Parker-Hughes	Instructor English (Full-time Temporary)	Fall 2015

- D. Approval of Tenure Appointments Memo

FACULTY

<u>Name</u>	<u>Department</u>
Jamie Cupolo	Academic Advising
T. Samuel Dillon	Biology
Niccole Card	Dental Hygiene
William Worford	Library
Christine Leroux	Mathematics
David Hattenbrun	Nursing
Suzanne Lindau	Nursing
Kathleen Thaler	Nursing
Kristina Thompson	Nursing
Patricia Vuolo	Nursing

A motion was made to accept consent agenda for approval.

Mokotoff/Benson
Unanimous

III. PRESIDENT’S REPORT - Dr. Kristine Young

- Welcome to Brian McDonald, CIO, who began just a few days prior to the meeting.

- A summary was distributed to board places, created by VP Moegenburg, listing currently Accredited Degree programs; mandatory and voluntary. Mandatory programs are those whereby students must be licensed and sit for an exam. Voluntary are those which are value-added, but not mandatory accreditation. The policy pertaining to Accreditation (BP 5.6) will be revised and enhanced for approval at the January board meeting.
- At the last board meeting, a proposal from Leyland Alliance was reviewed and discussed with regard to a property that has been offered as a donation to the College. The Foundation Board has since reviewed the offer and evaluated costs that the College would incur. VP Cazzetta reviewed findings from the Foundation Board and advantages/disadvantages were discussed. The board requested that President Young discuss this property with the City of Newburgh. The Foundation Board will remain in a holding pattern pending President Young's feedback from the Mayor's office.
- Thank you to the Foundation Board for supporting the Firearm and Tactic Lab for the College's Criminal Justice Department, in the amount of \$34,000.
- Thank you to the Middletown Garden Lover's Club for truly lovely holiday decorating done at Morrison hall again this year.

IV. REPORT OF THE COLLEGE GOVERNANCE SYSTEM – Michelle Tubbs

- The Executive Committee of Governance has approved the following committee Name, charge or membership revisions:
 - The charge of the Social Committee has been revised to reflect the transition of the committee focus more on planning & coordinating smaller scale social/community building events, while also continuing to work with the President's Office to plan, coordinate and host the College's Holiday Party.
 - The name of the Campus Safety & Security Committee has been changed to the "College Safety & Security Committee" since the word "Campus" no longer accurately reflects the physical nature of the College, located in several distinct geographic locations.
 - The name, charge & membership of the Developmental Education Committee have all been revised. This committee is now called the "Student Success Committee." The charge and membership have been revised to reflect a move toward serving the needs of all students; including but not limited to students taking developmental courses. Since the Developmental Oversight Team (DOT) now exists, the needs of students in developmental courses are being met much more successfully. The committee will now serve in an advisory capacity on institutional issues related to student engagement, progress, and goal attainment.
- At the request of Executive Committee, the Scholarship and Financial Assistance Committee worked during the fall semester to develop a procedures manual for the committee. At their meeting last Wed, Executive Committee approved such a manual for the committee that will serve as a guide for new and returning committee members, with respect to the work involved in reviewing scholarship applications, and selecting scholarship recipients, as well as reflecting on the process annually.
- Executive Committee is in the process of finalizing a governance survey to administer to full-time college employees in the spring semester to get feedback regarding the functionality of shared governance structure and operations on campus.
- Executive Committee has been having discussions about how it can serve as a resource for the Faculty Council of Community Colleges to assist with researching and addressing emerging education initiatives proactively. We will be proposing the formation of an ad hoc committee to do this to our Assembly membership at our January meeting.

V. REPORT OF THE STUDENT TRUSTEE – Lawrence Freedom

- Trustee Freedom noted that students are busy with finals this week.
- The Board of Activities has planned a retreat for early January to include both BOA & Student Senate.

VI. OLD BUSINESS:

- Trustee Watson asked for an update on the Student Housing study which was done by Pattern for Progress as requested by the Mayor, City of Middletown.
 - President Young noted that Mayor DeStefano requested that Pattern for Progress conduct a study on Student Housing feasibility. President Young met with Jonathon Drapkin (Pattern for Progress) to discuss this request. She learned that the City of Middletown is in discussion with a private developer to pursue the idea of residency halls and 2 properties are being considered. President Young plans to contact the Mayor after the holiday season to participate in the discussions and will update the board after such time.

VII. NEW BUSINESS:

A motion was made to approve revision to BP 3.6: Tobacco Use in the Workplace

Murphy/Wolfe
Unanimous

VIII. CHAIR COMMENTS - Helen Ullrich

- Chair Ullrich thanked Vice Chair Krahulik (even though absent today) for conducting the November board meeting in her absence.
- Chair Ullrich also thanked Vice Chair Krahulik, President Young and VP Hamburg for their hard work and discussions with the legislators in obtaining approval for the College's Capital budget.
- Community College Councils discussed and Chair Ullrich asked for board feedback regarding the councils that are being developed. The board agreed that these councils are advisory and that the local board has the ultimate responsibility for decisions regarding the College. Chair Ullrich will convey the consensus of the board to SUNY. In addition, Chair Ullrich will talk to both State and Assembly members about these councils so that they are fully aware.

IX. COMMITTEE REPORTS: N/A

X. COMMENTS FROM THE PUBLIC:

- The College's FCCC representative, Professor Diane Bliss, extended a thank you to President Young for her response to the recent Human Rights exhibit concerns. When the concerns were raised, President Young responded to the College Community very well and this provided a teaching opportunity for faculty.

XI. BOARD DISCUSSION: N/A

XII. EXECUTIVE SESSION: At 6:25 PM, Chair Ullrich requested a motion to enter into Executive Session for the purpose of discussing a possible litigation.

A motion was made to enter into Executive Session*.

Murphy/Benson
Unanimous

*Secretary Watson later reported that the Executive Session began at 6:37 PM and concluded at 7:39 PM. At this time, the Committee of the Whole presentation was given.

At 7:41 PM, the board re-convened the regular board meeting and continued with the following presentation:

COMMITTEE OF THE WHOLE:

Marketing and Communications Update/Recruitment, Admissions & Enrollment –
Vinnie Cazzetta, VP for Institutional Advancement & Gerianne Brusati, VP for Student Services

VPs Cazzetta and Brusati gave a comprehensive team report on the efforts of their divisions to market the College and increase enrollment.

- With a goal of raising awareness and interest in SUNY Orange among perspective students, the following advertising is utilized:
 - Publications
 - Media Advertising
 - Direct Mail
 - Media Relations
 - College Web Site/Social Media
 - Online Advertising
- In some cases, targeted marketing is used such as for Veterans and the Hispanic population. A Spanish-language radio commercial reaches out to perspective Hispanic students.
- Recruitment is a year-round activity beginning in September with some of the following efforts:
 - Direct mail campaign
 - High School Visits/College Night Programs
 - Hosting Director of Guidance meetings at the College and other on-campus events
- From January through August, additional events take place, such as:
 - “Instant Admit Days”
 - School Group Visits
 - Spring Campus Tour Week
 - Incoming Students Day event
 - Orange County College Fair
- Challenges and Opportunities were also reviewed

The entire presentation has been included as Addendum #1 & Addendum #2 (attached)

XIII. BOARD ADJOURNMENT: At 8:20 PM, a motion was made (Mokotoff/Benson) to adjourn the meeting.

Respectfully submitted,

Carol A. Murray
Secretary to the Board

NEXT BOARD MEETING:

*January 20, 2016
Board Room, 5th Floor, Tower Building
Newburgh Campus*