

**MINUTES OF THE ORANGE COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES' MEETING
Wednesday, December 4, 2017
Music Room, Morrison Hall, Middletown Campus**

Present: H. Ullrich, D. Benson, C. Maleike, B. Krahulik, J. Wolfe, M. Murphy, T. Hunter

Absent: G. Mokotoff, F. Watson

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 15, 2017
- B. Approval of Financial statements for November 2017 (Financials were not yet available)

A motion was made to accept consent agenda

Hunter/Benson
Unanimous

III. A. PRESIDENT'S REPORT – Dr. Kristine Young

- The Port Jervis facility is now moving quickly in its renovation stage and on-track for completion by end of December. There will be 3 classrooms of generous size, 3 offices and a general purpose room. The College plans to start accelerated credit classes in March and non-credit courses are under consideration also.
- In January, Administration will present tuition rates for summer classes in Port Jervis for board approval.
- While it is still early, spring 2018 enrollment appears to have increased versus 2017, with FTE up 2.8% and Headcount 2.4%. The Newburgh Campus enrollment has increased 15%. This is positive news and there is good momentum with many hard decisions in the Finance area.

B. REPORT OF THE COLLEGE GOVERNANCE SYSTEM – Paul Basinski

- Upon request of Administration, Shared Governance crafted a letter of support to apply for Guided Pathways. Support was approved both in Executive Committee and at College Assembly.
- Academic Policy Committee is working on recommendations for changes to graduation participation for P-Tech and Bridges programs. The Chair of Academic Policy committee will visit Executive committee and then College Assembly.
- Mr. Basinski has been attending College Task Forces and the committees are well-underway in finding ways to address enrollment and retention.
- A recommendation from the Safety and Security committee regarding water safety/quality of water on campus will be forthcoming.

C. REPORT OF THE STUDENT TRUSTEE – Cindy Maleike

BoA & Events Both Campuses

Past Events:

- Lecture: Sustainability by Sustainability coordinator, Kirsten Gabrielsen. Nov 30th, RCSE
- Ongoing: ECCEL Program first retreat. Nov 17th - 19th.

Future Events:

- CHRISTMAHANAKWANZIKA and ugly sweater contest. Dec 5th, Tower Bldg 11am-2pm.
- Stress free zone. Dec 6th, Shepard Center 10am-2pm. Dec 7th, Kaplan Hall 10am-2pm.

- Holly Jolly Holiday Party. Dec 8th 5pm-8pm, Shepard Center basement. Free for students with valid ID, staff & faculty \$10/person.
- Math review day. Dec 9th. 9am-12pm. Both campuses

BOA News

Board of activities raised \$200 from their bracelets sale and donated \$160.

Student Senate - Both Campuses

- Both senates are going through a transition period. Middletown will have to elect a new president, vice-president, and treasurer and Newburgh will have to elect a new president.

Other News

- Faculty was informed to nominate candidates for the SUNY Chancellor's Award for Student Excellence. Up to 3 students from SUNY Orange are eligible for this award. Ceremony will be in Albany in April.
- SOARS conference 2018 submission deadline is Dec 16th. Great opportunity for students to present projects/research at a college-sponsored conference. Students must work with a SUNY Orange faculty mentor. Categories: Research paper, Creative research project, Research poster, Research brief.

Middletown

- Medical Lab Tech Department's club budget appeal was denied because funds requested were for dept. furniture/equipment.

Shepard Center - Basement

- Meeting Room is fully functional. It will be advertised to be used by clubs only. PC is coming from IT to be setup to the TV. A contest will be advertised to name the room.

D. COLLEGE ASSOCIATION – Vinnie Cazzetta

- In the Micro Market contract with Pepsi of the Hudson Valley, Pepsi-based commissions at four sales levels. As of right now, the College is on track to hit the highest level of commissions.
- With respect to the Food Trucks, Alan's Falafel is operating at the Middletown Campus Monday through Friday and is very pleased. Business is steady. Bert's Fish Chips and More is struggling in Newburgh.
- Chairman Neil Blair has convened an Ad Hoc committee to take a look at the College Association's Lab School operations.
- Bookstore renovations at the Middletown store have been moved back to the week before, the week of and the week after spring break. They have submitted plans which VP Cazzetta has shared with the College's Facilities Department for their review and input.

E. FOUNDATION BOARD – Russell Hammond

The Foundation report is attached as Addendum #1 to these minutes.

F. SPECIAL REPORTS: N/A

IV. NEW BUSINESS:

1. Discussion of Corrective Action Plan Draft

Discussion ensued regarding the Corrective Action plan and trustees will receive the first draft at the January board meeting. The draft responds to 41 separate recommendations and a third of the plan will require board approval of policies, updated or new. The College has a deadline of September 30 to enact the policies and the board will begin receiving policies for approval in January and then on a monthly basis. Recommendations from IT will be given to the Policy and Procedure committee for review prior to the board receiving them for approval.

2. Resolution No. 2: Standard Work Day and Reporting

A motion was made to accept Resolution No. 2: Standard Work Day and Reporting

Murphy/Krahulik
Unanimous

Trustee Krahulik requested that the minutes reflect that the 7 hour work day is understood to be exclusive of the lunch hour. The work day is 7 hours and the 1 hour lunch is in addition to the 7 hours.

3. Resolution No. 3: Acknowledging the Dedicated Service of Trustee Donna Benson

A motion was made to accept Resolution No. 3: Acknowledging the Dedicated Service of Trustee Donna Benson

Wolfe/Murphy
Unanimous

V. **OLD BUSINESS:**

- Trustee Krahulik noted that the Policy and Procedure committee will re-convene in January and next report will be given after that meeting. Phase 2, implementation of the procedures once policies are set, will be the larger task. In addition, recommendations for cyber security policies will be addressed.

VI. **BOARD CHAIR COMMENTS:**

- Chair Ullrich recently attended and enjoyed the opening of the Student Art Exhibit coordinated by Cultural Affairs and sponsored by the OC Arts Council and OC Human Rights Commission.
- The Orange County Citizens Foundation and SUNY Orange Board of Trustees' holiday event will be held on Thursday, December 14, at 5 PM.

VII. **COMMITTEE REPORTS:**

Academic and Student Services Committee:

Trustee Benson reviewed the report from the committee as follows:

- The College is always looking for better, faster ways to communicate with students especially as we move their application through the enrollment process
 - This summer, SUNY made funds available to assist community colleges with recruitment. The College requested funding in the amount of \$12,000 to support the Port Jervis Night-Out-Against-Crime event, social media advertising, and \$5,000 was used to purchase a texting software package, from Campus Cast, to enhance communication with applicants.
 - Testing will begin in early November and the College expects to go live on November 17, 2017.
 - Communications will include: Placement test reminders, New START reminders, event invitations, Financial Aid reminders and possibly to promote pre-semester interventions
 - The product allows video and audio messages also.

OER Presentation (Attached as Addendum #2 to these minutes)
(Gerianne Brusati, VP for Student Services & Erika Hackman, VP for Academic Affairs)

VP Brusati & VP Hackman gave a comprehensive presentation on "Open Educational Resources" (OER) OERs are defined as "...teaching, learning and research resources that reside in the public domain or have been released under an intellectual property license that permits repurposing by others." The College has received one year of funding from SUNY to develop materials and the #1 goal is to reduce textbook costs to students. This will be effective for the Spring 2018 semester.

Audit and Finance Committee:

Trustee Krahulik noted that the committee met today and discussed the State Audit. Due to the timing of the meeting today, the November financials were not yet available. The College Administration is looking at next year's budget and developing budget strategies. It is likely that a tuition increase will be necessary.

VIII. COMMENTS FROM THE PUBLIC:

Professor Diane Bliss noted that the FCCC drafted a resolution to support the new funding proposal for community colleges and will advocate in the spring.

IX. BOARD DISCUSSION: N/A

X. BOARD ADJOURNMENT: The meeting was adjourned (Krahulik/Benson) at 6 PM.

XI. EXECUTIVE SESSION: An executive session was held, beginning at 6:10 PM for the purpose of discussing a contract. President Young later reported that the Executive session ended at 6:40 PM.

Respectfully submitted,

Carol A. Murray
Secretary to the Board

*Wednesday, January 17, 2018
5 PM Board Meeting
Board Room, Tower Building
Newburgh Campus*