

**MINUTES OF THE ORANGE COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES' MEETING
Wednesday, February 17, 2016
Music Room, Morrison Hall, Middletown Campus**

Present: Chair H. Ullrich, Vice-Chair M. Murphy, Secretary F. Watson, L. Preedom, R. Krahulik, D. Benson, J. Wolfe

Absent: T. Hunter, G. Mokotoff

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 January 20, 2015
- B. Approval of Petty Cash Reimbursements and Financial Statements for January 2015
- C. Approval of Appointment Memo

<u>Faculty</u>	<u>Discipline</u>	<u>Effective</u>
Miroslav Krajca	Instructor Applied Technology Full-time, temporary	Spring 2016

D. Approval of Retirement Memo

<u>Faculty</u>	<u>Discipline</u>	<u>Years of Service</u>	<u>Effective</u>
Larry O'Brien	Mathematics	43	May 20, 2016

*At the same time, the Board granted the approval of Professor Emeritus for his 43 years of dedicated service to the College and the students throughout his career.

A motion was made to accept consent agenda for approval.

Wolfe/Benson
Unanimous

III. PRESIDENT'S REPORT – Dr. Kristine Young

- Congratulations to the Nursing Department for successful accreditation visit and kudos to Chair Dagmar Strenk and her team. At the exit interview, it was noted that SUNY Orange is at the top of the list in Nursing programs.
- The JRCERT Self Study report submitted by the Diagnostic Imaging Department has been accepted by JCERT and President Young will contact the CEO at JCERT and request a team be assigned rapidly.
- Congratulations to students Alexander Mahon & Ross Pavelka who will receive awards from Phi Theta Kappa/USA Today All-New York Scholars award program. They will be recognized on March 8 in Albany, NY.
- The Public Health degree has been approved by SUNY and has been forwarded to SED for approval. The degree will not be formal until SED has approved however the College is hopeful that enrollment will begin in the fall.
- The Bennett Street house experienced an interior collapse the other day but fortunately no injuries. The building has been inspected and there is no danger of further collapse. Barriers surround the building now and the plan is for the building to be raised in June.

- President Young, VP Hamburg, and Tenee Casaccio (JMZ) will meet with the Education and Economic Development committee of the legislature this week to present the Facilities Master Plan. Once approved by the legislature, the next step is to submit the plan to SUNY for approval.
- Unfortunately, the Bridges program will not begin this spring due to a late start with recruitment, leaving only 2 students who applied. Enrollment for fall semester looks strong and in addition, Senator Larkin has been assisting the College to schedule a meeting with Senator LaValle sometime soon to work on the issue of enrollment for high school students.
- The Rowley Center for Science and Engineering has received LEED Gold Certification and congratulations to all who worked hard to achieve this vision

IV. **REPORT OF THE COLLEGE GOVERNANCE SYSTEM – Michelle Tubbs**

- At their meeting on Monday, the College Assembly approved the parameters of the Emerging Educational Initiatives Committee. The committee is an ad hoc committee, and its duration will be January 2016 – May 2017. In summary, its charge is to proactively research and address emerging education initiatives, both within our system and nationally, in collaboration with similar committees at our sister community colleges and the FCCC's Education Initiatives Committee. The committee will consist of the FCCC Delegate (who will serve as chair), the FCCC Alternate Delegate, one member from each of our three academic divisions and 1 professional staff member from the Student Services area of the college. Also, the VP Academic Affairs or an Academic AVP will be invited to be ex-officio on the committee. Next spring we will take a look at the impact and benefits of this committee and see if transitioning this committee to a standing committee is the direction we should go.
- Executive Committee has approved a number of recommendations from some of our standing committees that have or will be forwarded to administration:
 1. A Planning & Assessment Recommendation from the Planning & Budgeting for Institutional Effectiveness (PBIE) Committee recommending the PIP system be used college-wide for planning and assessment. Additionally, the Committee recommends that the committee become re-engaged in planning & assessment at the College. The PBIE committee will provide the college community with two reports each year. One report in the fall semester that assesses the effect of resource allocation in the previous academic year on meeting specific Strategic Plan objectives, and one in the spring semester that evaluates the impact of plans for the upcoming academic year on meeting Strategic Plan objectives. The committee's ability to do this is dependent upon the information they need being available in the PIP system.
 2. Follow-up inquiries/requests to the administration's response to the conference funding recommendation from the Faculty & Staff Development Committee. The requests pertain to where the Seminar/Conference/Workshop Authorization Form is accessible to faculty and staff, when and in what form the communication of the amount of money allocated for conferences in each departmental budget will take place, how the update provided by the conference attendee is made and who it is shared with.
 3. A recommended Firearms/Weapons Policy and a procedure to be used by the College President when granting authorization for firearms & weapons on campus from the College Safety & Security Committee.
 4. Recommendations regarding institutional efforts to address diversity at the College from the Committee on Institutional Diversity & Equity (CIDE).
- Nominations for Governance President, Governance VP, FCCC Delegate & Alternate FCCC Delegate are now open and will be until March 9th. Nominees will be presented to the Assembly at the March 14th meeting, where each will speak to their interest and qualifications. Voting will take place via electronic ballot upon return from spring break. Newly elected persons to these positions will be determined and communicated by mid-April.

V. REPORT OF THE STUDENT TRUSTEE – Larry Freedom

New Student Senators have been voted into office and they are in process of orientation.

VI. OLD BUSINESS: N/A

VII. NEW BUSINESS:

1. Approval to revoke the retirement date of Jo Ann Hamburg with a new date to be determined in Calendar Year 2016.

A motion was made to approve and in addition, to approve the extension of the benefit to provide Ms. Hamburg with the early retirement incentive.

Wolfe/Murphy
Unanimous

VIII. BOARD CHAIR COMMENTS:

- Chair Ullrich reviewed a Times Herald Record “Letter to Editor” written by Robert Schaper, suggesting that SUNY Orange placement tests be taken in High School senior year. President Young noted that a pilot was done at Chester High School and a 3 week course is offered at the end of summer to prepare students for the Assessment test. Chair Ullrich requested that President Young respond to the letter thanking him for the idea and informing him of what the College has done in this respect.
- At board places:
 - SUNY Enrollment Trends for Community Colleges
 - Copy of Budget Presentation to be given by VP Hamburg
 - Committee of the Whole Update
 - BOT Meeting Schedule Update
 - Orange County Partnership’s Economic Resource Guide
- Chair Ullrich intends to appoint Trustee Benson to the Community College Regional Council but no word yet on specifics. She expressed appreciation to Trustee Benson for volunteering!
- An MOU between the College and the College Association is in final draft form and includes a comprehensive M.O.U for the Bookstore, Food Services, Lab School, and Real Estate. Trustees will be given the final document for approval when complete.
- A new board policy for Student Activity fees will be presented for approval at the March board meeting.

IX. COMMITTEE REPORTS:

Academic Programs and Services Committee: Trustee Murphy reported the following:

- The committee received an overview of the 4-year PRT process at the College
- First Year Support Team for students (F/T & P/T Advisors) work with students, follow-up on students throughout the semester, with counseling staff and mental health counselors on site to make sure students are also mentally healthy.
- The TRIO grant is a 5-year grant for low-income students and it provides \$1.1 Million to assist students, provide workshops, mentor, and financial literacy assistance. The graduation rate for these students is now at 80%.

Audit and Finance Committee: Trustee Kraulik reported the following:

- Enrollment Trends are down by 4.6% when compared to FTE
- YTD 86.5% revenue achieved compared to budget
- Prediction is for an aggressive budget this year
- A positive is Employee Benefit costs are down compared to last year
- Administration has done a good job with revenues

Trustee Watson noted that he attended a recent Foundation Board meeting and was pleased to see how well-attended the meeting was. The Foundation's new Chair, Terry Saturno was welcomed at the meeting along with two new foundation members: Sandra Iberger and Sue Sheehan. The Chair of the Criminal Justice Department presented to the board on a new piece of equipment for use in the training lab. Chair Ullrich noted that the College's Foundation Board has been very generous and continues to be an active, engaged board. She suggested that a future Committee of the Whole might include a demonstration of the new Criminal Justice equipment.

X. COMMENTS FROM THE PUBLIC:

- Professor Diane Bliss, FCCC Delegate for SUNY Orange, noted that the College received the membership for the SUNY Micro-credential task force. There are (6) Community colleges, (4) 2-year state operation colleges, (2) 4-year operation colleges and (4) university centers represented on the task force. There are (7) community college members on the committee, (8) 2-year state op members, (5) 4-year state op members and (4) university center members. Of these, (4) are faculty members, (4) are student members and (20) are administrators. The intent is to include Administration, Academic Affairs, Continuing Education, Finance and Management representatives. First meeting is February 25th at which time more information will be given.
- The timeline received by SUNY for Community College Councils noted that recommendations were to be sent to the senior vice chancellor by February 29th and it has been noted that the work will begin sometime between April and August.

XI. BOARD DISCUSSION:

- Trustee Kraulik was disappointed that SUNY Sullivan got a head start on Hospitality services and he still feels that there is a large population of potential students for SUNY Orange.
- Trustee Kraulik inquired as to whether an administrative salary is being paid to an individual while there is currently no Bridges program. Chair Ullrich noted that, yes, Patty Basseby was hired in August with the hopes that the program would be up and running sooner. Unfortunately, there were several issues that were unanticipated when the program was first proposed. Coordinating with high schools to enroll 18-21 year olds is not currently permitted by SED law, hence Senator Larkin's assistance with reaching out to Senator Lavalley. Chair Ullrich noted that it was important that someone be in this position to coordinate the planning and curriculum development, community outreach and discussions with the high schools. In addition, the position is funded through a grant therefore it is not coming from the College's Operating fund. If the legislation does not pass, the program for 21 and older would still go forward. The program did not begin in January as there were only 2 enrollees which was insufficient to support an actual academic program. Registration was delayed, but there were no further enrollees. President Young noted that she and VP Moegenburg have created very clear benchmarks for the program going forward.

XII. EXECUTIVE SESSION: N/A

XIII. BOARD ADJOURNMENT: At 6:15 PM, motion was made to adjourn the board meeting and begin the Committee of the Whole

Murphy/Benson
Unanimous

Committee of the Whole Presentation:

Budget Update 2015-2016 & Budget Proposal 2016-2017

Jo Ann Hamburg, VP for Administration and Finance

VP Hamburg presented an overview of the 2015-2016 budget and the proposed budget for 2016-2017 reviewing the following:

Current Year (2015-2016) Projections:

- Cost Savings realized through:
 - Personnel Vacancies
 - Use of Contract Bids and RFPs, Bid-Net, and Empire State Purchasing Group
 - Fixed Rate Contracts for Gas and Electric
 - Summer Building Closure, 4 day work-week
 - FY 14-15 Fund Balance Increase
- Budget Pressures:
 - Declining Enrollment at both campuses
 - Declining Revenue
 - Increasing Health Insurance Cost
 - Technology Infrastructure Upgrades needed
- Recommended Revenue Variables 2016-2017
 - Tuition Increase of \$150 or 3.3%, from \$4,486 per year to \$4,636 per year
 - Part-time tuition increase from \$187/credit to \$193/credit
 - CCHS increase from \$62/credit to \$64/credit
 - No anticipated increase from County
 - Manage expenditures or use surplus to close budget gap
- Expenditure Variables 2016-2017
 - Salaries increase by 1.5% managed by vacancies, attrition and reallocation of positions
 - Leveling off of employer pension contribution
 - Increased health care costs
 - Equipment increase of \$100,000 over 2015-2016
 - Modest \$200,000 decrease in Contract Services

Budget Scenario 2016-2017:

- Suggested Budget Model based on following:
 - Flat Enrollment
 - \$150 Increase Full-time Tuition Rate
 - \$150 increase in State FTE Rate
 - No increase in County Aid
- 2 Budget Scenarios reviewed:
 - The first based on \$100 tuition with base aid of \$2697/FTE
 - The second based on \$150 tuition with base aid of \$2747/FTE
- Options for closing the gap were discussed – Variable tuition and State Aid Scenarios
- Next Steps:
 - Lobby for Increase funding at State Level – SUNY Advocacy Day March 2nd
 - Meet with County early in budget process
 - Monitor budget variables, adjust budget as necessary prior to June 30, 2016, dependent upon State budget

- Increase Marketing efforts
- Market EOP, New Media, Public Health programs and CAPE programs
- Create new scheduling models for Newburgh and Summer sessions
- Campus-wide effort to increase enrollment and retention
- Continue cost-saving initiatives
- Explore new revenue sources and partnerships

By the March board meeting, Chair Ullrich hopes to have more information from elected officials as to the State's contribution.

A motion was made to ask Administration to work toward a budget that includes a \$150 tuition increase and assumes that the state will increase its aid by \$150 per F/T student, assumes that there will be a flat enrollment next year, and that there will be no additional operating money coming from the County.

Krahulik/Murphy
Unanimous

Committee of the Whole meeting ended at 7:30 PM.

Respectfully submitted,

Carol A. Murray
Secretary to the Board

NEXT BOARD MEETING & JOINT DINNER WITH FOUNDATION BOARD
Wednesday, March 16, 2016
Great Room, Kaplan Hall
Newburgh Campus
5 PM
(Dinner directly after the board meeting)