

**MINUTES OF THE ORANGE COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES' MEETING
Wednesday, February 15, 2017
Music Room, Morrison Hall
Middletown Campus**

Present: H. Ullrich, J. Wolfe, G. Mokotoff, B. Krahulik, S. Laden, D. Benson, T. Hunter, M. Murphy

Absent: F. Watson

I. CALL TO ORDER – Chair Ullrich called the meeting to order at 5:08 PM

Chair Ullrich welcome Foundation Board Member, Nick Illobre and County Legislator, Chris Eachus.

Chair Ullrich noted that several documents were at board places, as follows:

- Soars Program Brochure
- Spring Events Schedule
- Spring Admissions/Recruitment Information
- Schedule for Advocating Visit to Senators and Assembly Representatives
- Community College Dormitory Data
- A Poll – Releasing Board Contact Information

II. CONSENT AGENDA

Chair Ullrich requested a motion to approve the Consent Agenda:

- A. Approval of regular minutes from December 13, 2017 and January 18, 2017
- B. Approval of Financial statements for December 2016 and January 2017
- C. Approval of Appointments:

<u>Staff/Chair</u>	<u>Discipline</u>	<u>Effective</u>
Janis Goerres	Interim Coordinator of Academic Support Academic Affairs	January 30, 2017 (Pro-rated from 1/30/17 Through 8/31/17)

- D. Approval of Retirement Memo:

<u>Staff/Chair</u>	<u>Discipline</u>	<u>Effective</u>
Patricia Guallini*	Behavioral Science	May, 2017

*At the same time, the board granted approval of the status of Professor Emeritus and the Early Retirement incentive for her 31 years of service and dedication to the College and students throughout her career.

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

- Enrollment for spring, relative to last spring, is down 3.7% in Headcount and 4.4% FTE. The trend is that sister colleges are all down in enrollment, possibly due to the governor's Excelsior program, with students waiting perhaps until outcome is determined before registering.
- A comprehensive update on AY 2016-2017 Spring Admissions Recruitment and Marketing was distributed. This document contains all that has been done in advertising in AY 2016/17, in particular the increase in digital advertising, and with special attention to recruitment efforts towards adult students.
- Newburgh enrollment is down 6.9% and administration continues to analyze why.
- Tuition and Student fees will be discussed and voted on at this meeting in order to be ready for April registration.

- At the recent president's meeting, it was decided that advocacy efforts would be for \$14.2 million to be given to SUNY to allow SUNY to determine the amount that each campus receives based on needs for completion program and student success efforts. The total request will be \$30 Million.
- A schedule was distributed to trustees noting advocacy visits that have been scheduled with Senator Larkin, Senator Bonacic, Assemblyman Skoufis, Assemblyman Miller, Assemblyman Brabenec, Assemblyman Skartados and Assemblywoman Gunther.
- Trustees are invited to attend the PTK luncheon and advocacy in Albany on March 2, but let Carol Murray know ASAP
- President Young participated in a phone conference discussion on the Excelsior Scholarship
- The College has received a generous gift from the Foundation of \$250,000 to assist with instruction equipment needs to support students. A resolution was approved by the Foundation board at their last meeting. The College is very appreciative of this wonderful gift.
- On March 10, a group from the College, including the President, Vice Presidents, Governance President Paul Basinski and Christine Work, Institutional Planning Assessment and Research Officer, will attend a meeting with the Provost at SUNY for discussion of "strategic planning process for strategic enrollment and educational effectiveness." This conversation continues the SUNY Excels process and discussion.

B. REPORT OF THE COLLEGE GOVERNANCE SYSTEM – Paul Basinski

- Mr. Basinski will be leading a trip of 46 people to the United Kingdom, Scotland and Wales in the spring. He thanked the Foundation Board for \$4000 contribution which will assist students who need funds in order to attend.
- The focus of Governance has been on planning and budgeting process. VP Dauer gave an excellent presentation on budget at the most recent College Assembly.
- PBIE forums will be held next week on February 21 and 22 in both Middletown and Newburgh.
- With regard to tuition, the state contributes the same each year and the County has been consistent however any increase to tuition will add an additional burden to students.
- SUNY Applied Learning project will be discussed in March and voted on in April at Executive Committee.
- Mr. Basinski will attend the March 10th meeting at SUNY with the Provost to discuss SUNY Excels next steps.
- Mr. Basinski will participate on the Policy Manual committee that Trustee Krahulik is chairing.
- Mr. Basinski also participates on the Housing Task Force that Trustee Wolfe is chairing.
- Mr. Basinski and Professor Bliss will attend the FCCC Plenary at the end of March.

C. REPORT OF THE STUDENT TRUSTEE – Shane Laden

Trustee Laden noted that student participating on standing committees is very important and he has spoken with Student Senate to increase participation. With new senators in place, the Senator at-Large has assured him that students will be attending committee meetings.

Trustee Laden also thanked the trustees and administration for the work done to assist with the instructional needs of students. He appreciates the good work between the Foundation and College administration.

D. College Association - Vinnie Cazzetta, VP for Institutional Advancement

- The College Association board met today and discussed food service proposals. Since the last meeting, another company presented to the board with a different model which is better financially. The next step will be to take a group from the College to that facility to see it in operation. The College Association will meet again in March and VP Cazzetta will have more information after that.
- The College Bookstore RFP was sent to 2 sub-contractors. A financial sub-committee of the College Association is reviewing the RFPs. Paul Basinski will take the information back to faculty and student input will also be sought out.

E. Foundation Board – Nick Illobre, Foundation Board Office at Large

- The Foundation board decision to support the College with funding for instructional equipment was unanimous and the Foundation is very pleased with the strategic direction of the College.
- The signed M.O.U between the College and the Foundation board, approved in December, will allow the Foundation to become somewhat more independent. He thanked VP Cazzetta for many years as Executive Director and congratulated Dr. Russell Hammond, who has been hired as Executive Director.
- Foundation Board member Ralph Martucci, after 20 years of service, has been named Director Emeritus.

IV. OLD BUSINESS:

College Policy Manual:

Trustee Krahulik noted that the committee for review of College Policy Manual has been formed to include Trustee Hunter, Trustee Watson, Mike Albright, Vinnie Cazzetta and Paul Basinski. A meeting is scheduled for March 15 and materials will be distributed at that time. Chair Ullrich suggested that Wendy Holmes, AVP for Human Resources, be asked to join this committee.

Residence Hall Task Force:

Trustee Wolfe noted that Dr. Susan Deer, Provost and Executive Vice President at Rockland Community College, attended the last meeting of the task force, providing her expertise and answering committee questions. RCC plans to open their dormitory in 2018 and their College Association will control the dormitories along with the College facilities. A questionnaire is being developed for SUNY Orange Task Force to bring with them when visiting colleges and Dutchess Community college will be the first visit, in the spring.

V. NEW BUSINESS:

- 1) Approval of Auditor's Report

The report given in January was clean, with no concerns for management and no deficiencies with internal controls.

A motion was made to approve the Auditor's Report

Krahulik/Wolfe
Unanimous

- 2) Resolution No. 5: Resolution to Approve Tuition

A motion was made to approve Tuition of \$4776 for AY 2017-2018

Krahulik/Laden
7 Yes/1 Abstention

- 3) Resolution No. 6: Resolution to Approve Student Activities Fee

A motion was made to approve Student Activities Fee of \$136 for AY 2017-2018

Wolfe/Hunter
Unanimous

VI. BOARD CHAIR COMMENTS: N/A

VII. COMMITTEE REPORTS:

Academic and Student Services Committee:

Trustee Murphy thanked Academic Affairs and Student Services for their enthusiasm and good work and noted the following:

- Grant received to “Strengthen Student Success and Retention. This is used by other SUNY Schools and provides an inventory of where students are with GPA, placement tests, etc. It will be useful for advisors and is more retention-focused. A webinar for advisors is forthcoming to assist them in asking students questions.
- Other programs offered through grants:
 - Lewis Stokes Alliance for Minority students for undergraduate studies
 - EOP Program federal program strictly based on income and serves disadvantaged students
 - Bridges Summer Program in STEM area for summer opportunities, connecting with SUNY Purchase. This is a 6-week residential program for professional development, social activities, etc.
 - ECCEL (Eleanor Roosevelt Community College Emerging Leaders) program continues again this year and has been very successful

Audit and Finance Committee:

Vice Chair Krahulik noted that the Audit and Finance Committee met and discussed the scenarios for the difficult decision regarding tuition and fees and the committee recommended the increase in tuition. The \$4776 represents a 3% increase which is significant, however better than some other scenarios that were reviewed. The actual net tuition increase will be \$120 as the student fees have been reduced by \$20.

VIII. COMMENTS FROM THE PUBLIC:

- Kathy Malia, President of Faculty Association, noted that Professor Tony Cruz will lobby on Higher Education and students will go also.
- Professor Diane Bliss noted that FCCC drafted a resolution seeking endorsements from campuses and they are beginning to come in. The FCCC is doing their part and using the strategy of one-to-one lobbying with delegates.
- Dr. Russell Hammond, Executive Director of Foundation, noted that the Foundation has begun doing commercials focused on students applying for scholarships.

IX. BOARD DISCUSSION:

Trustee Wolfe announced that on Thursday, April 20, at 5 PM, a memorial celebration of life honoring Dr. Bill Richards will be held in the Orange Hall Theatre. Helen Richards and Bill’s daughter Jennifer will attend and invitations will go out on March 1.

X. BOARD ADJOURNMENT: The meeting was adjourned (Laden/Hunter) at 7 PM and the board entered into Executive Session.

XI. EXECUTIVE SESSION: Secretary Benson noted that the Executive Session was held for the purpose of discussing retirements, beginning at 7:16 PM and ending at 7:35 PM

Respectfully submitted,

Carol A. Murray
Secretary to the Board

NEXT BOARD MEETING and JOINT DINNER WITH FOUNDATION BOARD
Wednesday, March 15, 2017, 5 PM Meeting & 6 PM Dinner
Great Room, Kaplan Hall
Middletown Campus