

**MINUTES OF THE ORANGE COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES' MEETING
Wednesday, February 21, 2018
Music Room, Morrison Hall, Middletown Campus**

Present: H. Ullrich, B. Krahulik, J. Wolfe, M. Murphy, T. Hunter, F. Watson, C. Maleike
Absent: G. Mokotoff

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

At this point, Chair Ullrich moved to rearrange the board agenda for the evening to conduct necessary business prior to a board member leaving early.

II. SPECIAL REPORTS (F):

AUDITOR'S REPORT – AY 2016-2017

Tim Doyle & Jaime Cote
The Bonadio Group

- Auditors provided a comprehensive report at the Audit and Finance Committee meeting and a summary was provided for the board.
 - Auditor's opinion on College's financial statements are unmodified (clean) and this is the highest level of assurance.
 - No material weaknesses identified
 - No significant deficiencies reported
 - No matters related to compliance
 - Audit of federal awards Expended – Major program: Student Financial Assistance Cluster
 - Unmodified (clean) opinion on direct and material compliance
 - Internal controls showed no material weaknesses and no significant deficiencies
 - College qualified as low-risk auditee
- Trustee Krahulik noted that although it was not part of this year's audit, next year a review of information technology controls will be included. He stressed that the college is deficient in its approach currently and that both cyber security controls and disaster recovery should be a focus of Administration this coming AY. Mr. Doyle noted that under federal requirements, special tests and provisions regarding these specific items relative to students, were drafted this August. The supplement was issued, in draft, but did not allow time for these to be addressed by the College. The cyber security controls and disaster recovery items will be a requirement next year under the student financial aid category in next year's audit as it is now a formal federal requirement.

SPECIAL REPORTS (G):

2018/2019 Operational Budget Model

Linda Dauer, VP for Administration and Finance

Ms. Dauer gave a comprehensive financial update and highlights are as follows:

- Total budgeted revenues are \$61.1 Million with contributions of 44% Students, 29% County and 21% State. Each of these should be at 1/3 share but unfortunately the state share has decreased through the years. The College has not requested an increase from the County in 2 years, but hope to increase County aid for this year's budget.
- Total budgeted expenses are \$61.1 Million with 56% for salaries, 29% for benefits, 12% for supplies and services and 3% for utilities.
- There will be a 1.8% fund balance at end of this year and decrease in fund balance is due to recent retirement incentive and current year deficit.
- Major budget drivers are enrollment, state aid, county aid, tuition rate, salaries, and benefits.
- AY 2018/2019 Budget Challenges:
 - State funding less than 1/3 share
 - Enrollment/demographics
 - Tuition Rate constraints

- Rising health insurance costs
- “Bare bone” department budgets
- Classroom equipment/technology needs
- Unknown contract terms
- Maximizing use of limited financial resources

At 5:35, Chair Ullrich noted that the board would be entering into an Executive Session to discuss a matter of contracts (Wolfe/Krahulik)

At 6 PM, the board came out of Executive Session and the regular meeting ensued

Chair Ullrich asked all to acknowledge that the College cannot count on the traditional student as means of sustaining the college as that population is declining. The College must look for new sources of students in the 21st Century and it is a challenge for all areas of the College. The board looks to the College leadership to assist with this challenge.

II. New Business:

1. Approval of Auditor’s Report

A motion was made to approve the auditor’s report given by The Bonadio Group

Krahulik/Murphy
Unanimous

2. Resolution 5: Tuition AY 2018-2019

A motion was made to approve Resolution 5, setting tuition for AY 2018-2019 at \$4976 annual full-time and \$208 part-time, per-credit. This includes the entire student fee schedule included in Resolution 6.

Krahulik/Wolfe
Unanimous

3. Resolution 6: Student Fees AY 2018-2019

A motion was made to adopt fees noted in resolution 6, which results in no increase of fees for AY 2018/2019

Krahulik/Murphy
Unanimous

Trustee Maleike asked that the College inform the students of the allocation of the child care fee from Student Activities to College Association. President Young clarified that the package recommended for student fees is a “0” increase, however there is a distinction to be made that the student activity fee has been decreased and there is an appearance of a call out “child care” fee at \$7. Very likely, there will be an MOU with the College Association in the future with regard to the lab school and the College hopes to clearly place the lab school with the College Association. The College has been subsidizing the operation of lab schools in the past but predicts that the College would like to tell the Association there is a flat subsidy from the College. It now appears as a student fee, a new fee of \$7 for the lab school, to be given to the Association but it is evened out with the reduction in the student activity fee. The College believes that the student activity fee is sufficient for student senate needs and activities and it will not be detrimental to students.

Trustee Maleike inquired as to whether, since tuition is going up, the student activity fee could be reduced. Chair Ullrich noted that the board would rather the College encourage students to utilize the funds that are available to them for enrichment. Chair Ullrich offered to discuss with student senate for clarification if they would like.

III. OLD BUSINESS:

1. Policy Committee Update:

Trustee Krahulik noted that the Policy Review committee met today, and reviewed and approved Policy #2.39 as a result of the state audit: College Usage of a Preferred First name. This policy will be considered for approval at the March meeting. The committee has some concern with the language of the College's policies. There may be a need to seek professional guidance. He also noted that the policy manual must be done simultaneously with the procedure manual. Trustee Krahulik, Chair Ullrich and President Young will meet to discuss. President Young offered that possibly board policies could be created and approved by the board with direction from the Board to Administration to create procedures.

There are three policies on the board agenda for approval this evening.

NEW BUSINESS CONTINUED:

4. Approval of BP 2.33: Sustainable Practices in College Operations

A motion was made to approve BP 2.33

Krahulik/Watson
Unanimous

5. Approval of BP 2.37: Notification of Breach of Information

A motion was made to approve BP 2.37

Krahulik/Watson
Unanimous

6. Approval of BP 2.38: Personal, Private and Sensitive Information

A motion was made to approve BP 2.38

Krahulik/Murphy
Unanimous

IV. CONSENT AGENDA

Chair Ullrich requested a motion to approve the Consent Agenda:

- A. Approval of regular minutes from January 25, 2018
- B. Approval of Financial statements for January 2018

A motion was made to accept consent agenda

Murphy/Wolfe
Unanimous

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

- Administration thanks the Foundation for their support in hearing the College's presentation to hire a consultant for a 3-month period to review Grant Street buildings and possible uses. The Executive Board of the Foundation has consented to assist and share in the conversation.
- A recent press release regarding Port Jervis, affairs will start at the PJ High School as the Pike street building is not available. Four classes will begin in March/April with courses chosen for students who are not college-ready yet. The plans for summer cannot go forward until construction is done and we are 9 months behind.

- An emergency management team meeting will take place tomorrow to ensure that the College is state-of-the-art with our safety procedures and another drill will be planned.

B. REPORT OF THE COLLEGE GOVERNANCE SYSTEM – Paul Basinski

- Executive Committee recently approved two recommendations with regard to Water Safety and Overdose Treatment. These have been sent to the President for consideration.
- Academic Policy Committee is considering changes to graduation procedures which will be discussed at Assembly in March and voted on in April.
- A final draft of “Micro-credentialing” will also be approved by Executive Committee and sent to Administration for consideration.
- PBIE held two open forums and the committee is gathering feedback prior to presenting to Administration.
- Mr. Basinski has been participating in Advocating visits to local representatives.
- College Community will be sent a draft letter to sign and forward to their local representatives should they want to assist with College advocating efforts. This was a suggestion by faculty member, Mike McCoy at the last Assembly.

C. REPORT OF THE STUDENT TRUSTEE – Cindy Maleike

BoA & Events Both Campuses

Past Events:

- (Newburgh) Involvement Fair with Attribute Art, Pancake Art & Airbush Beanies/Scarves was held on February 1
- Networking workshops. Feb 7 and 8
- (Newburgh) Love Bingo. February 13
- (Middletown) The “Break a Heart” balloon prize give away on February 14 was noted by BOA President, Samantha Rosario to be a great success.
- (Newburgh) The “Hook Up” interactive discussion, regarding how to differentiate between “hooking up” from sexual violence, will be held on February 20

Future Events:

- (Newburgh) Presidential gaming challenge with Billiards/Ping-pong on March 1
- (Middletown) BOA Bingo on March 1

Ongoing:

- (Middletown) Free income tax filing available February 16 through Mar 9.
- (Middletown) The North East Watercolor Society Exhibit will be held February 5 through Mar 16.
- (Middletown) Greenhouse Visitation 11am-2pm Tuesdays and Thursdays from Feb 2 through May 15.

BOA News

- BOA Middletown is collaborating with Newburgh campus and brainstorming new ideas to better student life.
- Samantha (Middletown) and Amanda (Newburgh) are attending NACA (National Association for Campus Activities) nationals and they hope to bring back new information and ideas for events at the College. They will also have the chance to participate in networking events and development workshops.

Student Senate - Both Campuses

- (Middletown) Budgets were approved and clubs were informed this past Monday (February 19th) of the funds available in their accounts.
- Both senates are aware of the tuition increase for next year and both presidents voiced that they strongly oppose to it.
- Both senates created a joint letter of support for the Bridges program student to participate in commencement.

(D) COLLEGE ASSOCIATION – Vinnie Cazzetta

- College Association Board meeting was held today, February 21.
- Two new student senators are on the board: Christopher Alexander (Middletown Campus Student Senate President) and Zabrina Mercado (Newburgh Campus Student Senate President). They are replacing senate presidents who have transferred.
- The actual operating profit as of December 31, 2017 is higher than the budgeted amount.
- The board voted in a new community member: Alex Kemp. Alex is a SUNY orange graduate who works for the Orange County Partnership.
- Board approved amending the bookstore agreement with Follett to add another feature which is a web-based school store.

VI. FOUNDATION BOARD – Nick Illobre

The Foundation report is attached as Addendum #1 to these minutes however Mr. Illobre noted the following:

- The Foundation appreciates the board's invitation to attend board meetings each month and they too are discouraged by declines in enrollment but will continue to support the institution however possible.
- Mr. Illobre invited VP Dauer to present the budget update to the Foundation Board to help motivate and inform members.
- There are assets of over \$20 million in the Foundation at this time and it continues to grow.
- Fundraising is always the major goal of the Foundation
- Mr. Illobre invites the board others to show support of the College with a gift to the Foundation.
- Scholarship goals are identified in the Strategic plan. Currently scholarships are at \$340,000 but the Foundation hopes to increase that to \$500,000 for student scholarships.
- Upcoming Special Events:
 - Home Show (March 16 – March 18)
 - Occupational Therapist Assistant Reunion (May 4)
 - Bowling for Scholarships (February 23)
 - Golf Tournament (June 21)

IV. BOARD CHAIR COMMENTS:

- SOARs Conference brochure was distributed to board. The event will be held on Saturday, March 10, 2018
- ACCT presentations can be made at the October ACCT meeting in NYC however the deadline to apply to present is May 4. Trustees should let Carol Murray know if they would like to present.
- Thanks to trustees, Foundation Board, Governance and other leadership for attending many meetings advocating to state officials. This is a critical matter as the college has been burdened financially.
- Thank you to Dr. Young and Administration for the many activities and presentations revolved around "Black History" month. Dr. Young expressed appreciation to Lorraine Lopez-Janove, Chief Diversity Officer, for her coordination of all activities.
- With the acceptance of Donna Benson's resignation from the board, the board secretary position is vacant. Chair Ullrich asked for volunteers and Trustee Wolfe agreed to act as board secretary for the remainder of the Academic Year.

A motion was made to appoint Trustee Wolfe as Secretary to the Board for the remainder of AY 2017-2018.

Ullrich/Hunter
Unanimous

V. COMMITTEE REPORTS:

Audit and Finance Committee: See Above

Academic and Student Services Committee: N/A

VI. COMMENTS FROM THE PUBLIC: N/A

VII. BOARD DISCUSSION: N/A

VIII. BOARD ADJOURNMENT: The meeting was adjourned (Wolfe/Watson) at 7 PM.

Respectfully submitted,

Carol A. Murray
Secretary to the Board

*Tuesday, March 13
5 PM Board Meeting/Joint Dinner with Foundation Board
Gilman Center, Library
Middletown Campus*