

**MINUTES OF THE ORANGE COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES  
MEETING HELD ON WEDNESDAY, JANUARY 11, 2012, AT 8:30 AM IN THE  
MUSIC ROOM, MORRISON HALL, MIDDLETOWN CAMPUS**

Present: Chair J. Wolfe, Vice Chair H. Ullrich, A. Anthonisen, E. Cruz, R. Krahulik, S. O'Donnell,  
G. Mokotoff

Absent: Secretary M. Murphy, T. Hunter

**I. CALL TO ORDER** - Chair Joan Wolfe called the meeting to order at 8:30 am.

Chair Wolfe discussed the recent passing of Sarah "Siggy" Morrison on December 29, 2011. Her first love was the College and she made many contributions to SUNY Orange. She was very visible at the College, and she donated the repair of the leather tooling in the dining room a couple of years ago. Most recently, she donated a roll-top desk which belonged to Mr. Horton so that it could be seen in Morrison Hall.

Chair Wolfe also recognized the untimely passing of Criminal Justice student and softball player, Chelsea Delvecchio, who died on January 4, 2012.

A moment of silence was held for both Sarah "Siggy" Morrison and Chelsea Delvecchio.

**II. EXECUTIVE SESSION – None**

**III. CONSENT AGENDA**

A motion was made to reserve items A & B for further discussion.

Chair Wolfe made a motion to approve items C & D Krahulik/Anthonisen  
Unanimous

A. Approval of regular minutes from November 9, 2011. Trustee Anthonisen requested that the minutes be amended with regard to the section titled "President's Performance Review & Compensation" as follows: remove "Chair Wolfe will meet" and replace with "Chair Wolfe had met" with Orange County Executive Diana to finalize the President's contract and remuneration.

B. Approval of Petty Cash Reimbursements and Financial Statements for November – December 2011. Trustee Krahulik requested an explanation regarding the decrease in revenue by 1.4% and asked if that was consistent with what had been discussed in Finance Committee meetings. VP Smith addressed his concern, noting that the College is projecting a decrease of 1.1% for the whole year. The 1.4% figure is the current number at this point in time.

Trustee Krahulik also discussed the report titled "Comparison of Revenues and Expenditures" comparing Page 1 to Page 2 (which includes an extra month) noting that Page 2 revenues go down. VP Smith noted that these items may go down due to adjustments from tuition refunds, volution for non-payments and 2<sup>nd</sup> half classes that may be cancelled where students were previously registered.

A motion was made to accept the change to Item A Ullrich/Cruz  
& explanation of Item B Unanimous

**C. Approved Management Confidential Appointments**

<u>Name</u>	<u>Title</u>	<u>Effective</u>
Robbin Raso	Assistant to the VP for Academic Affairs	11/7/11 through 8/31/12

**D. Approved Faculty Appointments**

<u>Name</u>	<u>Discipline</u>	<u>Effective</u>
Ana Guzman	Full-time Temporary Instructor Nursing (Emergency Hire)	Pro-rated for Fall 2011 Semester
Jamie Cupolo	Academic Advisor/Retention Specialist Advising and Counseling (Emergency Hire)	Pro-rated for AY 2011/12
Sabrina Pinesett	Full-time Temporary Instructor Mathematics (Emergency Hire)	Pro-rated for Spring 2012

**E. Approved Staff and Chair Appointments**

<u>Name</u>	<u>Title</u>	<u>Effective</u>
Rohan Howell	Director of Admissions and Recruitment Enrollment Management	Pro-rated 1/3/12 – 8/31/12
Daniel Burke	Technical Assistant for Admissions Admissions (Emergency Hire)	Reappointment through 8/12
Dolores Jones	Technical Assistant Student Support Services	Extended through 3/31/12

**IV. PRESIDENT’S REPORT- William Richards**

- A one-page synopsis written by Dr. Kathleen Malia titled “Webb Horton: Tannery King” was distributed. Dr. Malia’s entire research document will be stored in the College archives as a thorough history of Webb Horton and his descendants. At some point, Dr. Malia may return to do a presentation regarding her research paper. The document will be placed on the SUNY Orange website.
- NYCCT Community College Advocacy Day is scheduled for February 28<sup>th</sup> this year and a reminder will be sent to trustees. Note: This has now been changed to March 6<sup>th</sup>.
- A third item has been added to the agenda for today under “New Business” with regard to the use of Service Animals on Campus and it will be voted on today.
- Two presentations will take place this morning. The first is a presentation from VP Roslyn Smith on the budget projections. The next is an update on Middle States from VP Heather Perfetti and Ms. Christine Work.
- On March 8<sup>th</sup>, our liaison from the Middle States Commission on Higher Education (MSCHE), Dr. Ellie Fogarty, will be on campus. Trustees are invited to attend a luncheon with Dr. Fogarty at 12 PM, at which time she will explain the Middle States process and answer any questions. She will be meeting with several groups on campus including the Steering Committee and working groups along with an open forum for the college community.
- A reaffirmation of the college policy regarding no tolerance for the type of unfortunate events that are occurring at other colleges and universities, was read for inclusion in these minutes. The statement is as follows:

SUNY Orange strives to cultivate a safe, welcoming and productive environment, and the College is committed to protecting the well-being and personal safety of all who study at, are employed by or visit any of our campuses or facilities.

In light of recent developments surrounding the mistreatment and abuse of children at other colleges and universities throughout the country, SUNY Orange has strengthened its resolve to keep our campuses safe.

It is important that we remind everyone that, per College policy, children under the age of 16 years must be accompanied and supervised by a parent, guardian or another adult who has been so designated by a parent or guardian.

Meanwhile, College employees are expected to demonstrate and be dedicated to the highest ideals of honor and integrity in all public and personal relationships. As employees of the College, we must earn and maintain the respect, trust and confidence of students, fellow employees and the public at large.

All employees of the College are enjoined to adhere to legal, moral and professional standards of conduct in the fulfillment of their responsibilities. That includes the proper reporting and/or investigation of any alleged incidents involving the mistreatment or abuse of children.

College employees shall recognize and be held accountable for their actions, and SUNY Orange will demonstrate a zero-tolerance attitude toward anyone alleged to have been involved in such incidents.

This will be posted electronically and will be a function of the minutes of this meeting. Trustee Anthonisen asked whether this should be a resolution, however the president noted that policies are in place and the College is only reaffirming our policy.

- The Center for Assistive Technologies, under the direction of Flo Hannes, in the Occupational Therapy Department is a wonderful resource for our students but also for the community at large because they can seek advice regarding assistive technologies for adaptive purposes. A time will be arranged for trustees to visit the program. The Center for Assistive Technologies is a tribute to Michael Gawronski, Chair Hannes, and the OTA faculty for all the work they have done.
- Kudos to our Mathematics Department for their participation in the New York State Mathematics Association Competition this past semester. 658 students from 25 community colleges competed and our students, Adrian Bone finished 6<sup>th</sup> and Marisol Galicia finished 13<sup>th</sup>. The SUNY Orange Math Department finished 6<sup>th</sup> overall in the competition. This is a testament to the dedication and caring faculty in the Mathematics department.
- Congratulations to the Nursing Department for designing and coordinating a Nurse Educator's conference earlier in the year at the Newburgh Campus. There were more than 60 participants from New York, Connecticut and Pennsylvania and it was a wonderful success.
- This semester the Nursing Department will schedule a presentation for children in our Physical Education building regarding healthy lifestyles. Approximately 250-300 children will be at the Middletown Campus for this event.
- The foundation for the new Lab School is complete, all infra-structure is done, and July 3<sup>rd</sup> is the goal for substantial completion. The Lab School will be ready for a mid-August start and the Lab School at Newburgh will re-open at the same time.
- Enrollment for spring semester is down slightly, and the College will most likely be flat at the end of the semester, but we are doing better than many of our sister colleges in this respect. Newburgh Campus enrollment is up 24%.
- Details on the federal grant for Advanced Technology and Manufacturing are still being worked out however the grant is secure and more information will be available in the next 60-90 days.

As part of the President's Update to the College the following presentations were given:

**Roslyn Smith, VP for Administration and Finance**  
**Preliminary Budget Forecast:**

- The actual final budget request will be given to trustees in June for a vote.
- There is a need for the College to institute a tuition increase next year. This will be voted on in March via a Tuition and Fee Schedule.
- VP Smith reviewed the current financial year noting revenue is down by 1.6%. The bulk of this is due to decreases in enrollment and charge backs.
- The College has initiated approximately \$1.6 million dollars in savings, through much work by Comptroller Hamburg and the Business Department.
- Due to under-enrollment and pension costs, \$2.5 million of our surplus is projected to be used this year. The use of surplus has been minimized utilizing cost saving measures and as a result, the goal for end of this year is \$1.2 million surplus remaining for next year.
- The state fiscal crisis has left us with many challenges such as increasing costs, declining revenues, additional operating costs due to a fully-operational new campus at Newburgh, additional operating costs for the Lab School and parking garage, increased security needs, infra-structure and aging buildings, and upgrades to furniture and equipment.
- Enrollment is projected to be flat for next year.
- A 5% increase is being proposed, \$200 per year bringing us to \$4100 per year for full-time students and a comparable increase in per credit rating. Between now and March, Student Services and the Administration will be discussing fees.
- Personal services and salaries are 59% of spending and these areas are projected to be flat. The only new positions will be related to the Lab School for next year.
- The Academic program is being cherished and Administration hopes to NOT impact academics.
- With no increase in enrollment, \$200 increase in tuition, no increase in county aid, no increase in state aid, and everything else remaining the same, the College will still have a gap of \$1.3 million.
- Suggestions for alternative sources of revenue and cost-cutting measures are welcome from trustees, staff and faculty.

Trustee Ullrich inquired about the possibility of combining services in certain areas, such as contractual services or supply purchases, perhaps large quantity purchases with our sister colleges in the region. VP Smith noted that this was tried a few years ago with maintenance supplies but agreement on what products to use and how to distribute products between campuses was difficult. It is possible that combining some services with the County would be beneficial and this is being explored.

President Richards noted that the consortium colleges are discussing shared services. In addition, there is a possibility that purchasing a bus and hiring part-time drivers would be more cost efficient than the current shuttle service. This too is being explored with the County.

Expanding programs that receive state aid, such as ESL is a possibility for increasing our aid from the state.

VP Smith also gave an update on the many projects being done by our Facilities Department at the Middletown Campus noting that projects are coming along very nicely. During construction of the Center for Science and Engineering the Education Department will be located in the library and Behavioral Sciences will be located at the Christine Morrison house. Some CAPE employees will now be located at the Tower Building in Newburgh, while others will be located in the Shepard Center.

**Heather Perfetti, Vice President for Academic Affairs**  
**Christine Work, Institutional Planning Assessment and Research Officer**  
**Middle States Process**

VP Perfetti and Ms. Work reviewed the Middle States Self-Study as follows:

- There is a Middle States page on our website which contains the Self-Study Design done in 2004, along with other information regarding Middle States.
- The Middle States Commission on Higher Education accredits degree granting colleges and universities. The commission is a voluntary, non-governmental membership association and it is about our own introspection and a peer review by our colleagues from across the Middle States region. This peer review group will visit our campuses in 2014 to assist us in identifying the College's strengths and weaknesses and recommendations will be provided after the visit.
- The steering committee, working groups and the college-community will review 14 standards. The working groups and steering committee will answer questions in order to assess how well we are doing in all of the areas covered by these standards.
- VP Perfetti and Ms. Work reviewed the proposed schedule of Middle States activities including the March 8<sup>th</sup> visit from Dr. Ellie Fogarty, our Middle States Liaison. Members of the college community will be engaged in the Middle States project from this point through 2014 and beyond.
- The Middle States Self-Study process is necessary to maintain our accreditation which guarantees that we are eligible for federal financial aid.
- The self-study steering committee will guide the working groups who will provide answers to the questions for each standard and updates as the College goes through the Middle States self-study process.
- Trustees will have an opportunity to review our Self-Study Design when complete but prior to being forwarded to Dr. Fogarty.
- The 14 standards are divided into 8 working groups and within those working groups there are a total of 57 members from various disciplines across campus, including both faculty and staff.
- The Self-Study Design is a document that outlines our process, questions to be addressed that demonstrate compliance with the standards, and the charges to the working groups.
- Dr. Fogarty will review the Middle States self-study process with trustees at the luncheon on March 8<sup>th</sup> and answer questions, noting what to expect and explaining the purposes of the self-study.
- During the fall semester, the institution reviewed the current college goals and decided to update some of the goals. The review of goals was completed through a variety of mechanisms, including a survey that the college community completed and review with different groups at the college, including the Cabinet and Assembly. The revised goals are now being recommended to the Board of Trustees for approval.
- A resolution will be voted on today to approve the new goals. Documents denoting the previous college goals and the updated college goals were distributed for review.

Chair Wolfe complimented VPAA Perfetti and Christine Work on the work they have done in organizing the Middle States process noting the amount of work that has been done is impressive.

Trustee Krahulik discussed the goals as they relate to funding requirements and whether current financial constraints of the College should be recognized in the goals. He noted that the only reference to finances is "resource allocation" and questioned the approval of college goals that are not achievable due to financial pressures. After discussion, it was agreed that Goal #7 would be revised to read "to identify, secure, and allocate resources that advance the strategic priorities of the College." This change will be made on the "New Goals" document and the resolution will be voted on at this meeting.

**V. REPORT OF THE COLLEGE GOVERNANCE SYSTEM – Elaine Torda**

- Michelle Tubbs has been elected as the new governance president but was unable to attend the meeting today.

- New plans include looking very carefully at the Ad-Hoc Governance report and assessing governance structure over the next semester. Items such as quorum challenges for Assembly meetings and improving communication both on individual campuses and between the campuses will be reviewed.
- Beginning in February, our assembly meeting will be simultaneously broadcast here and in Newburgh. The Executive Committee of Governance hopes that this will help improve communication and address quorum issues.
- Plans for a new procedures manual are underway to establish clarity with processes.
- As part of the effort to improve communication, Middle States update reports will be included on each of the Assembly agendas. This will help facilitate the gathering of information.
- The first Assembly meeting this year was held in Newburgh.
- Membership and review of voting members will be discussed.
- A copy of the Governance Self Study will be forwarded to trustees for review.

#### **VI. REPORT OF THE STUDENT TRUSTEE – Erica Cruz**

Chair Wolfe noted that the Goshen Independent's December 14<sup>th</sup> issue had a beautiful article on Erica Cruz and she gave the article to Erica.

- This weekend is the Board of Activities/Senate Retreat. It is being held at the Greenkill YMCA and is an effort to improve communication between the Board of Activities and the Student Senate.
- The senate president will be making plans for the Spring Semester. He plans on taking on several community service projects. This will be discussed during next week's Senate meeting. Student Trustee Cruz has spoken with him about beginning a separate Senate in Newburgh. With the opening of the Tower Building in Newburgh, the senate president plans to vigorously recruit for interested students.
- The students that were part of the math competition were engineering students.
- Trustee Cruz is talking with other female engineering students about the possibility of reaching out to the high schools to encourage female high school students to come to SUNY Orange as engineering majors. The Science and Engineering Building is an incentive for students to come to SUNY Orange and this group of female engineering students plans to focus on increasing the numbers of female engineers.
- Trustee Cruz noted a concern that some students are not aware of tutoring at the college and may be leaving the college because they cannot receive financial aid due to their failing grades.

#### **VII. OLD BUSINESS - None**

#### **VIII. NEW BUSINESS**

1. A motion was made to change the proposed new college goals Item #7 to read "To identify, secure, and allocate resources that advance the strategic priorities of the College"  
Anthonisen/Ullrich  
Unanimous
2. A motion was made to approve Resolution 8 – Resolution to Approve New College Goals, with the change in wording for goal #7.  
Krahulik/O'Donnell  
Unanimous
3. A motion was made to approve Resolution #9 – Resolution to Grant Approval Authority to Vice President, Newburgh Campus, for BP 2.17.  
Anthonisen/Cruz  
Unanimous

4. A motion was made to approve BP2.32 Service Animals

Ullrich/Mokotoff  
Unanimous

**IX. BOARD CHAIR COMMENTS – Joan Wolfe**

- Chair Wolfe noted that due to cut backs, there will be no board travel out of state and therefore the ACCT meeting in Washington will not be attended. The Board of Trustees' budget has been \$10,000 but it will be increased to \$15,000 to allow for dues that have increased. It is most important that the board be represented at the state and national meetings.
- An article on the fall Trustee Quarterly titled "The Do's and Don'ts of Trustee Travel Expenses" was circulated for review.
- Another article in the Trustee Quarterly titled "Common Core State Standards For College and Career Readiness: A Leadership Opportunity for Community College Trustees" was circulated. The article discusses a promising effort to diagnose and remedy student skill gaps while they are still in high school.
- Maryann Raab has officially retired and Chair Wolfe requested a motion to welcome Carol Murray as the new Board Secretary.

A motion was made to accept Carol Murray as the new Board Secretary

Ullrich/Cruz  
Unanimous

- The Board of Trustees Committee Charter and Forms document must be reviewed every three years for currency, efficiency and effectiveness. In the next few months, the College vice presidents, who facilitate the meetings for the board committees, will facilitate a review of the charters with their respective committees. The vice presidents will report changes that the members suggest and at the May board meeting, the committee chairs will present those suggestions for review and discussion. The revisions will be voted on by trustees at the June meeting. The current Committee Charters, forms, and evaluations of Board and President were distributed in hard copy form at this meeting for review
- The Board of Trustees' Self-Evaluation and President's Evaluation must also be reviewed this year. This will be done electronically via 2 surveys that will be distributed to trustees in mid-February by Christine Work. In Mid-May, Christine will aggregate the responses and create a report that will be forwarded first to the Board Chair for distribution to all trustees. Review of these evaluations will be done during an Executive Session at the end of the Board Retreat in June and changes/revisions will be voted on in September.
- Chair Wolfe discussed the timing of the board meetings noting that with the new schedule, if a trustee misses a meeting, they are out of the loop for four months, missing out on much information. It was agreed by all present that the trustees should meet monthly beginning in September. Trustee Mokotoff suggested Mondays at 4 PM and the 2<sup>nd</sup> Monday of the month was agreed upon by all.

**X. COMMITTEE REPORTS AND/OR RECOMMENDATIONS**

**XI. COMMENTS FROM THE PUBLIC**

- Dr. Kathy Malia, Faculty President noted that she was at the Orange County Teachers' Association on Monday evening and received a positive report indicating the Governor's support of community colleges.
- Lobbying is difficult but very necessary. NYSED (New York State Education Department) is the strongest union in New York but as community colleges, we are sandwiched in between the public school and the universities, who have a larger contract. It is really important that we all lobby our politicians for greater funding at the community college level.
- Dr. Malia will solicit ideas from faculty for cost-cutting measures and revenue generation.

**XII. BOARD DISCUSSION**

The president noted that he will be meeting with three elective groups: the Executive Committee of Shared Governance, the Planning, Budgeting, Institutional Effectiveness Committee, and Student Senate, to obtain feedback/suggestions for cost-cutting and revenue generation. In addition, an open forum at both the Middletown and Newburgh campuses will be scheduled for input from the college community. Ideas will be summarized and presented to the Board before the budget vote.

Chair Wolfe commended Mike Albright for a marvelous job on the Application View Book noting that she appreciates that Mr. Albright listened to the suggestion of the trustees and listed all colleges that accept our credits. He did an outstanding job on the View book.

**XIII. BOARD ADJOURNMENT**

At 10:25 am a motion was made (Anthonisen/Mokotoff) to adjourn the meeting.

Respectfully submitted,

Carol A. Murray  
Secretary to the Board

***NEXT SUNY ORANGE BOARD OF TRUSTEES***

***March 14, 2012***

***8:30 – 9:15 AM***

***9:15 – 11:45 AM***

***Joint Meeting of the SUNY Orange Board of Trustees  
and the Foundation Board***

***Great Room, Kaplan Hall, Newburgh Campus***