

**MINUTES OF THE ORANGE COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
MONDAY, JANUARY 14, 2013, 4 pm  
Board Room, Tower Building, Newburgh Campus**

Present: Chair J. Wolfe, Vice Chair H. Ullrich, Secretary M. Murphy, A. Anthonisen, G. Mokotoff, R. Krahulik  
T. Hunter  
Absent: Stephen O'Donnell

**I. CALL TO ORDER** - Chair Joan Wolfe called the meeting to order at 4 PM.

Chair Wolfe welcomed Foundation Board member, Derrik Wynkoop, to the meeting and wished all a Happy New Year.

**II. CONSENT AGENDA**

Chair Wolfe requested a motion to approve the Consent Agenda:

- A. Approval of regular minutes from December 10, 2012
- B. Approval of Petty Cash Reimbursements and Financial Statements for December 2012
- C. Approval of the following Sabbatical Request:

**Faculty:**

<u>Name</u>	<u>Discipline</u>	<u>Effective</u>
Susan Slater-Tanner	Arts and Communication Department	Fall 2013 Semester

***A motion was made*** to accept consent agenda for approval.

Ullrich/Murphy  
Unanimous

**III. President's Report:**

- Several photos of the progress on the Center for Science, Engineering and Architecture were distributed and President Richards noted that there has been great progress on the project.
- The Harriman Parking garage opened on the first day of classes as scheduled and the spring semester is off to a good start.
- President Richards updated all on the Hudson Valley Education Consortium's shared administrative activities. Areas in academic travel, adaptive technologies for learning support, continuing education offerings, and instructional technologies are being explored. VP Smith has led the charge on administrative cost savings ideas on such items as custodial and office supplies. A possible partnering BOCES in the counties to do single bids for items such as audit services will be considered. The Consortium is also looking at being a single source for mandatory training that all colleges are responsible for and the Center for Teaching and Learning at SUNY Orange will be offering professional development activities for all of the Consortium colleges.
- The Adopt-A-Family program at SUNY Orange was successful again this year. Employees assisted 295 individuals (68 families) and raised just under \$2800 in grocery cards.
- The CSEA union has again unanimously approved a 4-day work schedule for the summer from June 5 through July 26<sup>th</sup>. We will again achieve energy savings from that effort and are much more efficient now during the summer than we have been in the past.

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

- President Richards has responded favorably to the recommendation sent to the VPAF, Director of Facilities & President on behalf of the Sustainability Committee regarding the hiring of Stephen Winter Associates (SWA) to assist with the College's formulation of a Climate Action Plan (CAP).
- Executive Committee has forwarded a recommendation to the VPNC, VPAA & President with respect to Cultural Affairs at the college. Our recommendations pertain to the Newburgh Cultural Affairs program, the composition of the Cultural Affairs Advisory Board and the collaboration of Cultural Affairs with the AVP for Resource Development & the grant writing office.
- First Assembly meeting of the spring semester was held last Wed, 01/16/13. Valuable discussion was had about the representation of the Newburgh campus on governance standing committees and within shared governance. Executive Committee will continue to follow up with this and possibly be making recommendations to ensure the needs of the faculty, staff and students within shared governance are being met.
- Major areas of focus and anticipated accomplishments for Executive Committee and shared governance this spring semester include:
  - Conducting elections for Governance President, Governance Vice-President, FCCC Delegate & FCCC Alternate Delegate.
  - Finalizing decisions/actions steps with respect to the recommendations contained within the Ad Hoc Committee on Governance's final report.
  - Finalizing & approving an EC Procedures manual.
  - Completing the review of our Governance Standing Committees.

- V. **REPORT OF THE STUDENT TRUSTEE** – Chair Wolfe noted that Student Trustee Janise Lewis is unable to continue as a trustee. The board thanks her for her desire to serve and wishes her well. There will be an election at the end of January and a new trustee will be elected to begin with the February board meeting.

**VI. OLD BUSINESS – N/A**

**VII. NEW BUSINESS**

**A motion was made** to approve Resolution No. 3: Resolution to Approve Use of Harriman Trust for Purchase and Installation of the Luminis Portal on the Banner Management Information System.

Anthonisen/Mokotoff  
Unanimous

**A motion was made** to approve Resolution No. 4: Resolution to Approve Change of Commencement Time Frame.

The Commencement ceremony will be moved back to the evening of the Thursday before Memorial Day weekend to begin with the May 2014 ceremony. The College will gain approximately one week and we can begin classes the Tuesday after Martin Luther King Day.

Ullrich/Hunter  
Unanimous

#### **VIII. BOARD CHAIR COMMENTS – *Joan Wolfe***

- Chair Wolfe noted that the State of the University address in Albany will be held on January 15<sup>th</sup>. Both she and Trustee Anthonisen will be attending.
- NYCCT is sponsoring a workshop on Chargebacks at Rockland Community College on January 31<sup>st</sup>. The speakers will explore the perspectives in the report on Operating Chargebacks including the view of the local sponsors and community colleges. Trustee Wolfe and Trustee Anthonisen will attend and encourage other trustees to attend if they are able. VPAF Smith explained Chargebacks are for students who live in one county, but attend college in another county. For example, when an Orange County student goes to Rockland Community College, RCC bills Orange County. Most out of county students coming to SUNY Orange are from Sullivan and Ulster.

#### **IX. COMMITTEE REPORTS AND/OR RECOMMENDATIONS**

##### **Academic and Student Services:**

Trustee Murphy thanked VPAA Perfetti and VPSS Broadie for their enthusiasm and input and gave the following updates:

- Phi Theta Kappa is eligible for 5 Pinnacle Awards. There will be a spring Induction ceremony in April and there are 200 active members.
- The Hudson Valley Educational Consortium is sharing service opportunities to help students during difficult economic times.
- The Lab School enrollment update was issued for both Middletown and Newburgh.
  - There is a military fee reduction assistance program for children of military personnel.
  - Trustee Ullrich recommended a review of the opening times at the Lab Schools in order to accommodate people who commute to New York City and need to get an early start, in addition to needing a later pick up time option.
- Continuing and Professional Education (CAPE) has received an increased request for GED and ESL courses. In addition, CAPE will begin with the Pearson Vue testing opportunities in the spring.
- Trustee Murphy commends SUNY Orange for the name change from “Disability Services” to “Assessment Services.” In addition, the assessment tool is available on the “P” drive in the Student Services folder.
- SUNY Orange is proudly the only community college to receive a \$300,000 grant for education and assessment on Suicide Prevention. It is a tragic statistic that the largest mortality rate in the United States is at the ages 18-24 and this is valid and grave concern.
- The Title 3 Grant for the One-Stop Student Center building design is in process. The Student Services staff has become a model to other institutions for the one-stop model. SUNY Albany, SUNY Adirondack and Jefferson Community College have made contact and plan visits to explore replicating this one-stop model.
- During the committee's open discussion, Trustee Murphy and Trustee Ullrich discussed the possibility of the initiation of a small foreign student program and the exploration of student housing was also discussed.

A discussion regarding the possibility of student housing at SUNY Orange ensued and Trustee Ullrich mentioned the assertiveness of Dutchess Community College in promoting their new state-of-the-art dormitories which are being filled up. Trustee Ullrich expressed a concern that we not fall too far behind and Trustee Mokotoff also suggested that the City of Middletown be consulted for possible locations. Chair Wolfe noted that there have been discussions this past year with developers who have made presentations and a meeting was held with the Mayor. President Richards noted that the board will receive the results of a feasibility study and a business plan denoting how student housing will work and how it will be funded. Further discussions will be held with the Foundation Executive Board to talk about how the Foundation would like to be involved with a student housing endeavor and options for funding the project. President Richards

gave an overview of the many expenses that would be incurred, such as food contract services, expanding student activities, library operations, and others. The first phase of student housing must be on campus in order to assure parents that it is a safe and caring environment. After the College has proven that we offer a safe environment, we may be able to go a short way from the campus. The feasibility study will go back to the trustees in the fall of 2013.

#### **Audit and Finance Committee:**

Trustee Krahulik noted that VPAF Smith has begun work on the budget for AY 2013-2014 and he reported the following:

- Administration assumes that the College will continue to receive the same tuition credit from New York State that we are receiving this year, which is \$150 FTE. In addition, the College hopes to receive the same amount of funding from Orange County.
- There may potentially be a 2% decrease in Enrollment and therefore a 2% decrease in tuition.
- The College's surplus account is almost depleted, with just a small amount of money left.
- The College is projecting an \$800,000 deficit at this point, which could potentially mean a \$500 increase in tuition next year, which is a 12% increase from this year. The more tuition is raised, the more our enrollment goes down, and this could constitute a downward spiral.

Trustee Ullrich inquired as to what steps the College could take to increase enrollment and Trustee Krahulik noted that while headcount is the same, we are seeing more part-time students, rather than full-time students.

President Richards noted that he will be giving a presentation at the joint BOT and Foundation board meeting in March regarding the future of higher education in community colleges and the challenges. VP Perfetti and VP Broadie will present to the board in April, on the steps that this college, specifically, will be taking to address these concerns. There is a dramatic changing demographic and while we have always relied on the traditional high school graduates, we now must look at new audiences and new programs. Trustee Mokotoff inquired about housing and the possibility of foreign students being attracted to the College when housing is available. President Richards noted that student housing is an investment and the College could attract international students but there are associated costs to be considered.

#### **Committee of the Whole:**

##### **Developmental Education: Mary Warrenner, AVP for Liberal Arts**

Ms. Warrenner gave an informative presentation on Development Education and initiatives that have increased retention at SUNY Orange, therefore increasing enrollment. She noted the following:

- Approximately 60 percent of incoming students place in at least one developmental course. 30 percent place in one, 30 percent in two or more. The majority place into Basic Writing Skills 2
- The SUNY Pathway to Success and Core Principles for Transforming Remedial Education made several key recommendations:
  - Partner with high schools to collaborate with administrators, faculty and students to bridge the skills gap through sharing rubrics.
  - Early Assessment: Working with high schools to know what the students' skills levels are at the end of their junior year.
  - Accelerated developmental offerings rather than having students in 15 week courses.
  - Modules attached to degree level courses, but giving the students with skills deficits the extra help they need to succeed.
- The development oversight team was tasked by former VPAA Richard Heppner in 2008 to determine how the College could assist students to reach their college skills level as quickly as possible.
- Several initiatives have been completed in the last four years as follows:
  - Conversations began with high school administrators, faculty, and students about partnering with the College to help prevent students from placing into developmental courses to begin with.

- First faculty exchange in 2007 brought together College department faculty with their counterparts in high schools.
- Most successful initiative has been the pre-semester interventions which is a two-week course, for a total of 24 hours in the summer, for students who placed into Basic Writing Skills 2 or Developmental Algebra. The first summer it was very successful in both writing and math and the success translated to success in the fall and increased retention. Last summer, the program was expanded significantly and basically had the same rate of success. 90% of students who succeeded in the summer interventions enrolled in spring 2013. This compares to usually 70% of new students being retained from fall to spring which is a significant improvement.
- Pre-semester interventions were expanded into an entire Summer College Readiness program combining the best of the interventions with another support program, the Summer Institute. The Summer Institute offers the same assistance but to students whose needs are greater. For instance, there is a combined reading and writing course that is 48 hours over 4 weeks and developmental arithmetic has a 32-hour intervention on the non-credit side of the College. In summary of the College Readiness program had a total of 116 students in all of the different interventions and of the 116, 89 (83% of the total) were ready for their degree programs.

➤ Future plans:

- Expand all of the offerings, especially the pre-semester interventions which were very successful.
- Transition the current developmental reading lab to a reading center to support students college-wide so that we provide support to students in their degree programs with a more comprehensive reading and writing center.
- The new Academic Calendar will allow the College to offer interventions during winter break so that new students in spring have the same opportunity as new students in the fall.
- Expansion of Freshman English 1 support module as long as the student agrees to meet an extra 50 minutes a week with the same instructor. Many students are very close to the Freshman English level but not quite ready and this support module will prepare them for Freshman English 1.
- Funding for pre-semester interventions is funded by remedial FTEs from the state and these are reimbursements from the state as students register for these programs.
- VP Perfetti reviewed an initiative utilizing grant funding from SUNY, an innovative instructional technology grant. Modules will be created with information about the placement tests which will be shared with area high schools for guidance counselors, parents and perspective students. The grant will also help with funding for our adjuncts teaching developmental courses.

**Suicide Prevention Training**

**Sean Gerow, Project Coordinator for Suicide Prevention Grant**

- Mr. Gerow provided a brief training session for trustees utilizing the Gatekeeper Training program, QPR, which stands for Question, Persuade and Refer. Mr. Gerow showed a video to the group and reviewed the following:
- 37,000 Americans are lost to suicide every year and it is the 3<sup>rd</sup> leading cause of death for those 15-24 years of age, a significant problem especially for college students. It is the 2<sup>nd</sup> leading cause of death on College campuses.
- To reduce the numbers, it is beneficial to train people how to recognize the warning signs of suicide and to know what resources in the community.
- There is a national strategy for suicide prevention as campus counseling centers have reported an increase in demand and shifting needs of students coming to local counseling centers. 84% received an increase of students with more serious psychological problems over the past 5 years with the adjustment to college life and being away from home.

- Over 150,000 teenagers attempt suicide in New York State and suicide emerges as a significant problem during high school years and increases among young adults.
- The “Question, Persuade and Refer” training program is taught at over 70 major colleges and universities.

The following were reviewed and discussed:

- Understand changes in moods, behavior, and have a general awareness of the persons around us whose demeanor may have changed.
- Look for clues and warning signs and do not dismiss these should someone exhibit the signs.
- Listen to what people say and ask them questions to determine if they are considering suicide. If you cannot ask the question, find someone who can because this could save a life.
- In the social media age, we should be looking at such avenues as Facebook and Twitter where people tend to leave notices of their intentions to commit suicide.
- Situational clues like being fired or expelled from school, diagnosed with a terminal illness, etc. are important to watch for.
- Persuading people to stay alive is sometimes as simple as just listening to the person and offering to help get them the resources they need, whether it is assisting them to get to the College Wellness Center or to get help from an outside agency.

A card was distributed with resources and contact information for services such as the Suicide Prevention Lifeline number at 1-800-273-TALK (8255). The Mobile Mental Health team in Orange County is available 24 hours, 7 days a week at 1-888-750-2266. During the day, multiple teams are available to go anywhere in the County. The College Wellness number is 845-341-4870.

Student Services staff and Security staff have received training in suicide prevention and Faculty/Staff will also receive this training.

**X. COMMENTS FROM THE PUBLIC: N/A**

**XI. BOARD DISCUSSION: N/A**

**XII. EXECUTIVE SESSION: NA**

**XIII. BOARD ADJOURNMENT**

At 5:40 PM, a motion was made (Krahulik/Ullrich) to adjourn the meeting.

Respectfully submitted,

Carol A. Murray  
Secretary to the Board

**NEXT BOARD MEETING**  
**Monday, February 11, 2013**  
**4 PM – 5:45 PM**  
**Music Room, Morrison Hall, Middletown Campus**