

**MINUTES OF THE ORANGE COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES' MEETING
Tuesday, January 14, 2014
Tower Building, Board Room
Newburgh Campus**

Present: Vice Chair H. Ullrich, Secretary M. Murphy, T. Hunter, F. Watson, D. Benson
A. De La Rosa

Absent: Chair Joan Wolfe, R. Krahulik, S. O'Donnell, G. Mokotoff

I. CALL TO ORDER – Vice Chair Ullrich called the meeting to order at 5:00 PM

Vice Chair Ullrich administered the Oath of Office to newly appointed Trustees: Frederick Watson and Donna Benson.

II. CONSENT AGENDA

Vice Chair Ullrich requested a motion to approve the Consent Agenda:

- A. Approval of regular minutes from December 10, 2013
- B. Approval of Petty Cash Reimbursements and Financial Statements for December 2013
- C. Approval of Appointments

Staff/Chair:

<u>Name</u>	<u>Discipline</u>	<u>Effective</u>
Maureen Larsen	Director of Academic Technology Grade III Information Technology	1/6/14
Lucas Tanner	IT Support Specialist I Grade I Information Technology	Pro-rated for the period 1/6/14 – 8/31/14

Management/Confidential:

<u>Name</u>	<u>Discipline</u>	<u>Effective</u>
Dolores Jones	Assistant to the VP for Student Services Student Services	1/6/14

A motion was made to accept consent agenda for approval.

Murphy/Hunter
Unanimous

III. President's Report:

- The College is very proud of four students who have been invited to attend the NSF Conference for Undergraduate Women in Physics:
 - Christina Palella (Freshman physics)
 - Julianna Pelella (sophomore engineer)
 - Julia Stika (sophomore engineer)
 - Kristene Elia (sophomore engineer)

- Congratulations to SUNY Orange faculty members who will present at the Tri-State Best Practices Conference: Collaborations and Connections which will be held on March 1, 2014 at Bergen Community College as follows:
 - Dena Whipple
 - Michele Paradies, Anne Sandor and Andrew Heiz
 - Michele Iannuzzi-Sucich
 - Elaine Torda
 - Geoffrey Platt and Student Presenters
- In a special session, the County purchased three buildings along Grand Street in Newburgh: the Masonic Lodge, the old YMCA building and the American Legion building. These are architecturally significant buildings which the County has purchased for the future use of the College and for expansion. The contracts should be complete by mid-February and the College is very pleased and appreciative of the County. The Foundation Board is focused on seeking private funding for restoration and programming in these facilities.
- On February 14th the College will host the Newburgh Fire Department's graduation ceremony in the Great Room at Kaplan Hall in Newburgh.
- The College has received the Silver Bell Award from the Orange County Mental Health Association, in recognition of the College's contribution over many years to many mental health issues. The dinner will be held on February 8th and invitations will go out to trustees.
- The Start-Up-New York tax free zone legislation continues to be worked on and the Orange County IDA, Hudson Valley Economic Corporation and the Orange County Accelerator are still interested in a partnership with College. This would bring to Newburgh a tax-free zone for the purpose of developing business opportunities. With the purchase of the YMCA building, it would be a logical space and the proposal will go to Albany once the building contracts are complete.
- A summary of employee comments regarding student housing was distributed to trustees. As follow-up to the last presentation from Brailsford and Dunlavey, visits will be scheduled for trustees to other colleges with student housing, possibly Dutchess and Adirondack.

IV. **REPORT OF THE COLLEGE GOVERNANCE SYSTEM** – Michele Paradies (*on behalf of Michelle Tubbs*)

- First Assembly meeting of the spring semester will be held on Wednesday, January 15, 2014.
- Major areas of focus and anticipated accomplishments for Executive Committee and shared governance this spring semester include:
 - Developing a process and tool to be used for regular formal assessment of governance standing committees.
 - Assess follow through and status of the EC supported recommendations from the Ad Hoc Committee on Governance.
 - Make revisions to the EC Procedures manual.
 - Perform a comprehensive review & revision of the Governance Constitution & By-Laws.
 - Have the Scholarship Committee complete their first cycle of working with members of the Foundation to award new student scholarships.
 - Determine the role the PBIE (Planning & Budgeting for Institutional Effectiveness) Committee will play to best contribute to institutional planning, resource allocation & assessment.
 - Clarify the purpose and focus of the Assessment Advisory Committee.

V. **REPORT OF THE STUDENT TRUSTEE** – Alex De La Rosa

- *Collaboration between Campuses:*
The annual BOA – Senate Retreat was on January 10th, 11th, and 12th. The purpose of this event is for the students from each organization to develop leadership, communication and people skills while increasing communication and collaboration among themselves.

Bob Mullen delivered a powerful presentation on communication, retention and problem solving. The event was successful and members from each organization say they gained from the retreat.

- *Student Senate:*
A Committee was formed to review the constitutions of both Senates.

Both presidents are gathering availability from there senators to hold a regularly scheduled joint meeting.

- *Board of Activities (BOA):*
A Committee was formed to review the constitutions of both BOAs.

Trustee Ullrich stated that she and Student Trustee De La Rosa will be going to the ACCT National Legislative Summit to lobby our representatives and senators in Congress.

VI OLD BUSINESS: N/A

VII NEW BUSINESS:

Review of Middle States Self-Study Final Draft for Approval by College Board of Trustees

Dr. Richards noted that the trustees would be asked to grant permission to send the final version of the self-study to the team visiting in April and to the Middle States Association for Higher Education.

VP Perfetti distributed and reviewed the Self-Study Final Draft noting the following:

- The draft was distributed for final feedback from the college community, students and constituents and final touches are being addressed, along with minor grammatical revisions.
- Hyperlinks are being tested.
- The document will have an appendix list which will be available to the team and they will also receive it electronically.
- There should be no major changes to the document

VP Perfetti expressed appreciation to Christine Work for her efforts with managing all of the information for the visiting team. She has placed all of the hyperlinks in the document and she has done the majority of the editing to the document.

The board expressed their appreciation to Ms. Work and VP Perfetti.

Ms. Work noted that the board may review all of the hyperlinks, however some require a network username and password. Ms. Work is available to assist trustees to obtain any of the documents that they are unable to access via the website.

A motion was made to approve the Self-Study draft's submittal to Middle States.

Murphy/Hunter
Unanimous

VIII. BOARD CHAIR COMMENTS

Trustee Ullrich welcomed Foundation board members, Derrik Wynkoop and Kathy McCarty to the board meeting. She expressed the gratification of the entire board for the attention that the Foundation board pays to the trustees and the work that they do.

IX. COMMITTEE REPORTS AND/OR RECOMMENDATIONS:

Audit & Finance Committee:

VP Smith reported that last fiscal year (2012-2013) has been under audit and the auditor's will report at the next board meeting.

- The College did better than planned as almost \$1 Million was budgeted to be used out of surplus, however only half was utilized.
- In the current year, the College is on target for all revenue, including tuition and fees. Expenditures are running a bit ahead due to expenditures for new buildings however the College is still within manageable parameters. The College is cautiously optimistic about spring due to weather issues on critical registration days, but final numbers are not in.
- The CSE building is spectacular and tours will be scheduled for the board in April.
- A three-year projection was completed for the budget and 2014-2015 will be discussed in the coming weeks. The numbers have not changed dramatically and if all goes as planned, there will be no plan for a tuition increase however the college will require an additional \$150 per FTE from the state. With another 2% decline in enrollment, the College may also require a possible 4% increase from the county. These numbers will be refined and reviewed.

President Richards noted that the College did not ask the County for an increase for this current year, however this year it may be necessary. The board's preliminary vote on the budget is in March and the final vote is in June. After that, discussion with the County will go forward.

Committee of the Whole Presentations:

Portal System:

Dr. Jose Bernier, VP/CIO for Information Services
Mike Albright, Communications Officer

VP Bernier gave an informative presentation on the College's upcoming portal system and demonstrated the many ways in which the portal will assist students and staff to access information more readily. A handout was distributed explaining what a portal is, the difference between our current system and the current website.

- A portal is a way, upon login, to display and give access to content, announcements, links and applications relevant to the individual's role at the institution.
- The portal is intended to improve the delivery of the information by "discovering" your role at the College when you log in, and serving you the information that is relevant to you.
- It would provide a means to move the non-public information and links off the public sunyorang.edu website.
- There will be continuous enhancements to the portal in the future, however the initial implementation is focused on the student services area.
- Members of the Portal Project Team are:
 - Jose Bernier, VP/CIO, Project Sponsor/Champion (Information Technology)
 - Artur Charukhchyan, Project Manager (Information Technology)
 - Gerianne Brusati, AVP for Enrollment Management and Title III Coordinator (Student Services)
 - Mike Gawronski, AVP for Health Professions (Academic Affairs)
 - Mike Albright, Communications Officer (Institutional Advancement)
 - John Wetzstein, Coordinator of Data Management (Institutional Research)
 - Chris Thurtle, Webmaster (Institutional Advancement)

Mr. Albright reported on the many methods that we communicate to our students currently such as e-mail, student grapevine twice per week, website, twitter, and others. He noted the many benefits of the portal system:

- Students will be recognized personally the moment they sign on .
- The College can target messages specifically to that student via the portal.
- When the student signs in, they will see their personal announcements along with general announcements.
- The portal will be highly effective and significantly more effective than the current system.
- It will help students to process themselves through the college experience and complete transactions with ease.

The portal is schedule to go live on June 2, 2014 for all users.

Lab Schools Overview/Update:

Nadine Girardi, Executive Director of Lab School

President Richards introduced Nadine Girardi who provided an overview/update on the Lab Schools in both Middletown and Newburgh. He noted that the Middletown Lab School is named the Morrison Lab School because Mr. and Mrs. John Morrison gave the college a very generous gift three years ago to construct the lab school.

The following are highlights from the presentation:

- Lab Schools opened in Fall 2012
- October 2012 – Dedication Ceremony for the Morrison Lab School was held
- Nursing students began a pilot program for pediatric rotation observing typical children
- Newburgh hosted a Fall Pot Luck Dinner for families enrolled in the Newburgh Lab School
- An advisory board was created for the lab schools.
- The lab schools work closely with the Education Department and Jennifer Mirecki, a professor in the Education Department, acts as curriculum liaison
- Morrison Lab School participated in poetry reading on campus and held a poetry reading with assistance from education students, professors and the lab school staff.
- In May 2013, the Morrison Lab school hosted a very successful Sensory Fair run by OTA students.
- Parent Handbook was revamped.
- The school year culminated in graduation ceremonies at both lab schools.
- Enrollment numbers were presented for both schools
- UPK and TPK programs are held in both Newburgh and Middletown.
- Marketing efforts have been many and Ms. Girardi has worked with Mr. Albright and Steve Hedderton to develop brochures and flyers.
- Open Houses were held at Newburgh on April 6 and Middletown on April 13th (2013).
- Attended the Hudson Valley parent Magazine “Cover Kid” event at the Newburgh campus.
- Word of mouth has increased enrollment at both campuses.
- A video tour is in the process of being developed.
- In the year ahead:
 - Begin NAEYC accreditation process
 - Continue to build enrollment at both campus lab schools
 - Continue to collaborate with the Education Department
 - Foster relationships with all college departments.
 - Continue to introduce Spanish and sign language for all ages.

X. COMMENTS FROM THE PUBLIC:

N/A

XI. BOARD DISCUSSION: N/A

XII. EXECUTIVE SESSION: N/A

XIII. BOARD ADJOURNMENT

At 5:35 PM, a motion was made (Benson/Watson) to adjourn the meeting and re-convene for Committee of the Whole Presentations which were finished at 6:10 PM.

Respectfully submitted,

Carol A. Murray
Secretary to the Board

***NEXT BOARD MEETING
Tuesday, February 18, 2014
Music Room, Morrison Hall, Middletown, NY
5 PM***