

**MINUTES OF THE ORANGE COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES' MEETING
Wednesday, January 25, 2018
Gilman Center, Library, Middletown Campus**

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

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

At this point, Chair Ullrich held the Consent Agenda until Trustee Murphy's arrival and moved to the President's Report.

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

- The Corrective Action Plan for the State Comptroller must be reviewed and approved at this meeting.
- Enrollment at the end of the first week of classes is neither up, nor down, compared with spring of last year. Keeping Enrollment flat was a combination of efforts by the College Community.
- A list of grants received in 2017 was distributed to board places, representative of the good outcomes and direction of the College.
- The Newburgh campus is seeing growth with credit hours up by 5.3%. This is a credit to the steps taken with identifiable leadership at the campus and the liaisons assigned to several areas.
- Distance learning is up by 23.6% and this was a goal of the College's Strategic plan and a major part of the Academic Master Plan.
- Continuing student count is up by 2.43% in credit hours.
- There has been an increase in the Hispanic student headcount of 4.8%.
- Traditional student headcount is down, while the 25-29 year age group is up by 6.7% and up by 8.1% in the 30-34 year age group.
- An article was distributed to board places titled "N.Y. Community Colleges Would Take Hit under Cuomo Budget." The article represents the displeasure of State University leaders with the Governor's proposed budget, which would cut state aid by 6.8%. SUNY has requested all colleges advocate with their local representatives noting the importance of the new proposed formula for state aid to community colleges. To this end, Advocacy visits with SUNY Orange's local representatives are planned for February and details of dates will be provided to trustees. The goal is to have a team visit each representative, comprised of the president, VP of Institutional Advancement, a trustee, a student, a Governance representative, FCCC representative and Foundation Board representative.
- The Port Jervis facility is not renovated or ready to be occupied yet as construction has stalled.
- Campus Works representatives will be reviewing policies and procedures, meeting with several areas of the college, including students, faculty and staff. Workshops are planned for February.
- The College was selected for a Civil Rights Audit and this will take place 1/29 through 1/31.
- Trustees are reminded that there will be a "Get to Know SUNY Orange" event for County Legislators on 2/5 in RCSE Room 102 and all trustees are welcome to attend.
- President Young, VP Cazzetta and VP Hackman will attend the AACC Conference in April and will be presenting on the topic of College Auxiliary Services.
- President Young has been assigned Jury Duty for the week of February 12.

At this point, Trustee Murphy had arrived and Chair Ullrich moved to Consent Agenda approval.

III. CONSENT AGENDA

Chair Ullrich requested a motion to approve the Consent Agenda:

- A. Approval of regular minutes from December 4, 2017
- B. Approval of Financial statements for December 2018

A motion was made to accept consent agenda

Wolfe/Hunter
Unanimous

B. REPORT OF THE COLLEGE GOVERNANCE SYSTEM – Paul Basinski

- The first assembly meeting of spring semester was held on January 10 and Executive Committee has a meeting on February 12. Many important items will be coming to the board's attention during the semester.
- VP Dauer will give a report at the February Assembly regarding the fiscal state of the College and annual budgeting and planning.
- A report by the Chair of the Scholarship Committee noted that scholarships are planned for distribution in the spring.
- Executive Committee is working with the chair of the Academic Technology Committee to coordinate with IT on parallel tracks.
- Mr. Basinski has continued to meet with Enrollment and Retention task forces.
- The College has been accepted into the Guided Pathways Institute.
- Quorum has been an issue on standing committees but Executive Committee is working on possible solutions.

C. REPORT OF THE STUDENT TRUSTEE – Cindy Maleike was not in attendance. Her report is as follows:

BoA & Events Both Campuses

Past Events:

- Workshop: Open Educational Resources (OER) Drop-In with Christine Henderson. January 17th at Newburgh

Future Events:

Ongoing: Orange County Arts Council Members Art Show

- Club Fair. January 30th, Middletown.

Student Senate - Both Campuses

- Both senates are going through a transition period. Middletown will have to elect a new president, vice-president, and treasurer and Newburgh will have to elect a new president.

D. COLLEGE ASSOCIATION – Vinnie Cazzetta

- On December 13, the Audit firm of JGS gave the College Association a clean audit for its 2016-17 fiscal year. This will be the last audit as the College Association board voted to opt for a review instead of an audit going forward.
- The College Association has formed an Ad Hoc committee to review its current, as well as future, involvement in the College's Lab School.
- Thank you to the College Facilities Department for improving the lighting at the Micro Market at the Shepard Center.
- The renovation for the Middletown Store is scheduled for March of 2018. The vast majority of the renovations will be cosmetic.
- The American Association of Community Colleges has accepted the SUNY Orange proposal to present on its new way of managing food services. The presentation will take place at their annual convention this April. Presenters are Dr. Young, Dr. Hckman and myself.

Chair Ullrich suggested that the College Book store be advertised in the local community.

E. FOUNDATION BOARD – Mike Martucci

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

- The Foundation Board has been working on their Strategic Plan for several months and the new 3-year plan has now been adopted.
- To date, \$25,000 has been collected for the annual fund.
- Dr. Hammond will retire and move out of the area, effective December 1. Executive Committee has been charged with the search for a new director.

F. SPECIAL REPORTS:

NEWBURGH CAMPUS UPDATE (Vinnie Cazzetta, Dena Whipple)

VP Cazzetta and AVP Whipple gave a comprehensive update on the Newburgh Campus discussing Campus Structure, Campus Themes and Community Engagement:

- Communication at the Newburgh campus has seen great improvement with the addition of a Campus Director (Likkia Moody) and Division Liaisons (Michele Iannuzzi-Sucich, Academic Affairs; Jennifer Clayton, Student Services; and Chris Clark, Administration and Finance) VP Cazzetta serves as Chief Executive to the Newburgh Campus and much support is given by the President and Vice Presidents.
 - In Ms. Moody's role she provides regular follow-up to division liaisons, keeps projects/ideas on track, is in daily contact with on-campus staff and faculty, and serves on the President's Cabinet.
 - Spring 2018 enrollment increased by 1.5% (headcount) and 5.3% (FTE)
 - VP Cazzetta and Ms. Moody hold meetings with division liaisons twice per month
 - "All Campus" meetings are held regularly
 - Monthly newsletters are distributed by VP Cazzetta
 - Signage on campus increased
 - Newburgh campus update is a standing item at VP meetings with President and VP Cazzetta has regular interaction with other vice presidents on campus topics.
 - A Newburgh campus student representative sits on the Board of the College Association
- Campus pride is visible with a new janitorial contract, landscaping and a recent Holiday gathering was enjoyed by employees.
- Community Engagement has increased:
 - Partnerships have formed with the Newburgh Armory Unity Center (NAUC) and the Newburgh Free Academy/NECSD (NFA)
 - The Liberty Partnership program has been re-instated
 - \$1.5 Million grant aimed at dropout prevention and college readiness
 - Grant serves 240 at-risk middle and high school students
 - Key Partners: Newburgh School District, Boys and Girls Club of Newburgh, and SUNY Orange.
 - 1 program Director and 2 Coordinators
 - Regional and state network to support staff professional development and student success events.
 - P-Tech (Excelsior Academy at NFA North Campus) program is very successful
 - Key Partners are NFA North, IBM and SUNY Orange
 - Students simultaneously work toward their high school diploma and their A.A.S. in four to six years
 - Highly coordinated effort by SUNY Orange faculty, staff, department chairs and administrators.
 - 16 students are on track to graduate this Spring with both degrees in four years

IV. NEW BUSINESS:

1. Resolution No. 4: Establish 2018 Summer Session Tuition Rates for Port Jervis Extension Site

All in Favor - Unanimously approved

2. Corrective Action Plan Approval (Reviewed at the previous board meeting)

A motion was made to approve the Corrective Action Plan

Krahulik/Wolfe
Unanimous

V. OLD BUSINESS:

- Trustee Krahulik noted that the Policy and Procedure committee met prior to this meeting and they are making great progress. New policies are being adopted, revisions to current policies are being made where needed, and consideration is being given to policies that should be in place. The Policy Manual is being reviewed by sections and the goal is to have all completed by the September board meeting.

VI. BOARD CHAIR COMMENTS:

- 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

VII. COMMITTEE REPORTS:

Academic and Student Services Committee:

Trustee Murphy distributed an article titled "Inclusion, Leadership, Vision" and featuring our Chief Diversity Officer, Lorraine Lopez- Janove.

VP Brusati and VP Hackman reviewed the report from the committee as follows:

- The "Moving the Needle" conference was attended by several staff members, including VP Brusati and the themes were much around funding from T3 project.
- Performance Improvement grants received to: establish a career development position and start a community service program (in Student Services area.)
- Academic Affairs received \$20,000 Performance Improvement grant for developmental English.
- A multi-institutional collaborative course with SUNY Sullivan and SUNY Ulster is being developed.
- OER (Open Educational Resources) initiative has significantly reduced cost in materials for students.

Audit and Finance Committee:

Trustee Krahulik noted that the committee met today and while there is nothing remarkable to report, the College is facing a challenging financial time. The projected fund balance will decrease by \$1.8 million, largely due to early retirement incentive plan. Faculty and staff have embraced the early retirement incentive and there is prediction that some will enroll. AY 2018-2019 will continue to be a challenge as a result of the Governor's budget and budget tightening will continue. Administration is doing their very best to curtail expenditures.

VIII. COMMENTS FROM THE PUBLIC:

Professor Diane Bliss noted the following:

- FCCC is disappointed with the Governor's proposed budget and the refusal to consider a new funding formula. We will be considering and coordinating our advocacy efforts, encouraging local visits to legislators. The Academic and Student Affairs Committee immediately drafted a child care funding resolution, and other strategies are in the works.
- March 2 is SUNY Voices conference focused on Middle States, Assessment and Shared Governance. Professor Bliss be attending as a presenter/workshop facilitator for Governance Committee and its newly created rubric for assessment of shared governance. The conference fee is only \$25
 - (registrants are responsible for their own accommodations) as we are hoping to encourage as many CGLs, delegates and alternates, student governance leaders and others involved in campus shared governance to attend as possible. It will include a panel of MSCHE commissioners from SUNY institutions for one of its key sessions.
- The council led a very successful roadshow at Erie CC inviting NYCCT participation, focused on shared governance and the various roles of college campus constituencies, including the relationship between campus shared governance and local BOTs.
- Other ongoing business includes research and recommendations related to OER best practices, P-Tech best practices, Gen Ed review, transferability issues and Excelsior Scholarship impact.

IX. BOARD DISCUSSION: N/A

X. BOARD ADJOURNMENT: The meeting was adjourned (Krahulik/Wolfe) at 6:51 PM.

XI. EXECUTIVE SESSION: N/A

Respectfully submitted,

Carol A. Murray
Secretary to the Board

*Wednesday, February 21, 2018
5 PM Board Meeting
Music Room, Morrison Hall
Middletown Campus*