

**MINUTES OF THE ORANGE COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES' MEETING/RETREAT  
Tuesday, June 10, 2014  
West Hills Country Club, Middletown, NY**

Present: Chair Joan Wolfe, Vice Chair H. Ullrich, F. Watson, A. De La Rosa,  
R. Krahulik, D. Benson, G. Mokotoff, T. Hunter  
Absent: Secretary M. Murphy

**I. CALL TO ORDER** – Chair Wolfe called the meeting to order at 9 AM.

**II. CONSENT AGENDA**

Chair Wolfe requested a motion to approve the Consent Agenda:

- A. Approval of regular minutes from May 13, 2014
- B. Approval of Petty Cash Reimbursements and Financial Statements for May 2014
- C. Approval of Promotions as follows:

<u>Faculty</u>	<u>Discipline</u>	<u>Present Rank</u>	<u>Requested/Recommended Rank</u>
Frederick Malone	Dental Hygiene	Associate Professor	Professor
Jennifer Merriam	Biology	Associate Professor	Professor
Barbara Fiorello	Business	Associate Professor	Professor

<u>Staff/Chair</u>	<u>Discipline</u>	<u>Present Rank</u>	<u>Requested/Recommended Rank</u>
Linda Fedrizzi-Williams	Arts and Comm.	Assistant Professor	Associate Professor
Elaine Torda	Interdisciplinary Studies	Associate Professor	Professor

- D. Approval of New Program: New Media
- E. Approval of New Program: Public Health

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

Ullrich/Benson  
Unanimous

**III. PRESIDENT'S REPORT:**

- A short video of the new Portal System, which will go live next week, will be given by VP Bernier. In addition, the draft of the Foundation Board's Strategic Plan will be presented by VP Cazzetta.
- Commencement was held indoors this year and the change in day/time to Thursday seemed to work very well.
- SUNY Orange, in collaboration with the NYS Dispute Resolution Center and the County, hosted a training session for County leaders at the Newburgh Campus on May 31<sup>st</sup>. This was a pilot project in working collaboratively and several SUNY Orange student leaders attended the training, given by the NYS Dispute Resolution Center. Two follow-up sessions will be held over the summer and if the program is successful this model will be used in many other counties.
- Several Capital Projects will take place over the summer and the main quad area is also being worked on in preparation for the dedication of the Rowley Center for Science and Engineering on September 4th.
- The latest CD recording of the Madrigal singers was distributed to trustees.

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

- On May 27<sup>th</sup>, Executive Committee formally responded to the administrative recommendations regarding the transition of the Scholarship Committee to an advisory board and the elimination of the Faculty & Staff Development Committee.
  - Executive Committee supported the recommendation from the Scholarship Committee that it not transition to an advisory board, but rather make an internal procedural change to allow the Foundation to be more actively involved in the scholarship process for which they have fiduciary responsibility for. This internal procedural change has a group of Foundation members joining with a group of Scholarship Committee members to review, score, rank and award the entering student scholarships. A pilot was implemented this spring with overall success. The Scholarship committee suggested, and Executive Committee supports continuing with this practice, with a few tweaks going forward.
  - Executive Committee supported the recommendation from the Faculty & Staff Development Committee that it not be eliminated. The committee provided a strong argument regarding the value of peer review/evaluation of coursework reimbursement applications, as well as the importance of faculty & staff establishing the criteria and procedures for this review/evaluation and its collaboration with the CTL to support professional growth and development of our faculty and staff. The committee recognizes some of its shortcomings with respect to the fulfillment of its charge and has laid out plans and changes for the committee to become a committee that more holistically supports the professional development needs of the faculty and staff at SUNY Orange.
- Executive Committee held its retreat on May 21<sup>st</sup> to reflect on the committee's work and accomplishments for this AY and to identify priorities and goals for the 14-15 AY, two of which are to participate in the presidential search as fully as possible and complete the nomination process for SUNY Shared Governance Award.
- End of the year reports have been completed for our governance standing committees, including the Executive Committee of Governance. They are accessible to the college community on the P: Drive.

Chair Wolfe thanked Ms. Tubbs for the great job done this year in keeping the board up-to-date regarding all that Executive Committee has been working on.

Chair Wolfe introduced Allison Reid, Student Trustee Elect, and thanked her for attending the retreat.

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

- *Convocation*  
The 55<sup>th</sup> Annual Award Convocation was held on May 20<sup>th</sup>. Academic, Co-Curricular and Scholarship Awards were granted to students.
- *Commencement*  
The 64<sup>th</sup> Commencement Ceremony took place on May 22<sup>nd</sup>. Nearly 450 students attended the ceremony and over 800 completed degree requirements. This was the first time the event took place on a week day and seating was determined by area of study and actual diplomas were not handed out. The students enjoyed the new seating arrangement and did not mind the other changes.

Chair Wolfe gave Mr. De La Rosa a gift from the board and thanked him for his service to the board.

**VI OLD BUSINESS: N/A**

**VII NEW BUSINESS:**

**Resolution No. 33: Resolution Acknowledging Service of Trustee Arthur Anthonisen**

*A motion was made* to approve Resolution No. 33

Mokotoff/Ullrich  
Unanimous

**Resolution No. 34: Resolution Acknowledging Service of Trustee Stephen O'Donnell**

*A motion was made* to approve Resolution No. 34

DeLaRosa/Watson  
Unanimous

**Resolution No. 35: Resolution Acknowledging Service of Student Trustee Alex DeLaRosa**

*A motion was made* to approve Resolution No. 35

Hunter/Ullrich  
Unanimous

**Budget Approval for AY 2014-2015**

*A motion was made* to approve budget for AY 2014-2015

Krahulik/Hunter  
Unanimous

**VIII. BOARD CHAIR COMMENTS**

- Chair Wolfe thanked Trustee Watson and Trustee Benson for attending the dedication of the William Lahey Library on May 28<sup>th</sup>. Many legislators came out to remember Mr. Lahey and family members were very pleased with the honor given Mr Lahey for his dedication to the College.
- The Edward Diana Physical Education building dedication will be held on June 12<sup>th</sup> outside the Gilman Center, due to construction in front of the physical education building.
- The NYCCT Conference is in Saratoga Springs September 19<sup>th</sup>- 21<sup>st</sup> and this is a great event for new trustees. Chair Wolfe suggests that Ms. Reid, Trustee Watson and Trustee Benson consider attending.
- The ACCT Conference will be held in Chicago October 22<sup>nd</sup> – October 26<sup>th</sup>
- Chair Wolfe thanked the trustees for another rewarding year and for their participation and support throughout the Middle States evaluation. She also thanked the VPs for having an open door for questions and for training new trustees and the Foundation Board for all the funding they have raised for the College and for their leadership. She thanked President Richards, Carol and Susan for their work in the President's office and the president for his leadership
- Chair Wolfe noted that it has been an honor to serve as Chair of the Board.

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

**Academic and Student Services: N/A**

**Audit and Finance Committee: N/A**

**Governance and Nominating Committee:**

Trustee Hunter will have the Slate of Officers recommendation for AY 2014-15 for the September meeting.

**President's Review and Compensation Committee:**

Trustee Ullrich noted that the committee will meet over the summer to discuss the president's performance review and compensation and will report at the September board meeting.

**Committee of the Whole:**

**Portal System – Video Demonstration**

Jose Bernier, Vice President and CIO

- A short video demonstration of the new portal system was given by Vice President Bernier.
- Trustee Ullrich inquired about the possibility of trustees being able to access the portal system. VP Bernier noted that the portal is based on each person's role in the institution therefore the BOT page would not contain too much information since they are not employees or students. If so, training will be required for the board of trustees and could be set up after a board meeting.

A short break was taken at this time and President Richard's congratulated Carol Murray on the completion of her bachelor's degree and all enjoyed cake!

President Richards reminded the trustees that the College will not hear back from the Middle States Commission on Higher Education until after the June 27<sup>th</sup> meeting of the full commission. Dr. Hoy made the presentation on our institution's visit to a committee of the commission and President Richards will hear from Dr. Ellen Fogarty after the meeting on June 27<sup>th</sup>. He will update the board after that.

President Richards noted that the installation and celebration of the Newburgh Bell will take place on Monday, July 7<sup>th</sup> at the Grand Street entrance of Kaplan Hall.

**Overview of the 2014-2017 SUNY Orange Foundation Strategic Plan**

Vinnie Cazzetta, Vice President for Institutional Advancement

VP Cazzetta gave a presentation and overview of the Foundation's Strategic Plan as follows:

- The Foundation Board had a student, Joanna Dykman, on the Foundation Board this year for the first time. Nick Illobre, Chair of the Board Nomination and Recruitment Committee, read a letter from Joanna thanking the Foundation Board for their gift of a \$250 scholarship for her great work on the committee. Mr. Illobre also thanked Student Trustee De La Rosa for suggesting that a student be

appointed to serve on the Foundation board to represent the student population at the College. Professor Elaine Torda assisted with the selection process of students in the Honors program.

- The Strategic Plan is a working document and three themes have been developed for the 2014-2017 Strategic Plan. The themes are strategic growth, fiscal soundness and stability.
- The current strategic plan was reviewed noting
  - The mission has been to generate funds and build resources to enhance learning opportunities for students.
  - Five priorities in 2009-2014 Strategic Plan:
    - Focus on Fundraising
      - A comprehensive plan was developed with outcomes as follows:
        - Engaged in Capital Campaign which raised over \$25.1 million dollars
        - Launched the Christine Morrison Legacy Society
        - Alumni Phone-a-thon
        - Increased Fund Balance from \$1.2 Million in 2008 to nearly \$14 Million in 2014.
    - Strengthening Board Recruitment, Development, Retention
      - Specific roles, responsibilities and duties of board members were developed
      - A recruitment process was developed.
      - An orientation process and manual was created
      - Peer review
    - Enhancing marketing
      - Developed a new logo and clearly defined marketing plan
      - Targeted advertising campaign was done and board members spoke at various community organizations regarding the Foundation's support to the College. Targeted advertising was done in various journals and social media.
    - Keeping Budget Central
      - The audit committee, finance committee and fundraising committee joined together to make sure accounting principles were met and they worked closely with auditors, as needed, to make sure the Foundation was in compliance.
      - Ensuring that the Foundation was in sync with the College's goals and missions.
    - Promoting Effective and Efficient Operations
      - Ensured adequate resources for volunteer board and staff to achieve its goals and a number of new positions were added in cooperation with the College
        - AVP for Resource Development
        - Alumni Relations Coordinator
      - Revised investment policies and restricted fund policies.
- To begin updating the strategic plan for AY 2013-2014, several steps were taken to assess and plan as follows:
  - Annual Strategic Plan Report Cards
  - Board Self-Assessment Survey
  - Two Task Forces
  - Board Retreat
  - Staff Input
  - Meeting with President and Board Chair
  - Review of Best Practices
- The Task Force on Diversity was chaired by Trustee Ullrich and she reported the following:
  - At the Board Retreat for the Foundation, a working group discussed the make-up of the foundation board, finding that the board did not reflect the diversity of Orange County or the student population. The group discussed how to reach out within certain communities and Mr. Rowley appointed a task force. The Task Force determined 30% of the community was being missed in Outreach and Fundraising. In order to do the outreach, the Task Force

considered hiring a consultant to work with the board to expand outreach. Three candidates were reviewed and one person was recommended to the board, Vincent Berkley, a retired business executive and strategist from North Carolina. The Task Force presented the plan to the Foundation Board and all agreed to obtain a concrete proposal from Mr. Berkley. The Foundation Board will add a budget line for this endeavor. At Chair Wolfe's request, the trustees will be invited to one of the whole board sessions of the Foundation to learn why this is important for the College. Chair Wolfe commended the committee for their efforts and suggested that this model might be a good topic for the Foundation Board and the SUNY Orange Board of Trustees to present at NYCCT or ACCT. VP Cazzetta thanked Trustee Ullrich for her hard work in leading this committee.

- A second task force was formed to review and update the 2009-2014 Plan which was chaired by John Rath. The group looked at allocation and fundraising goals along with reviewing resources. They gathered the information to be added to the new strategic plan. The following are the five priorities for 2014-2017.
  - Focus on Strategic Growth and Diversification of Fundraising
    - Nurture relationships with current donors and those who have given in the past.
    - Identify and cultivate new major gifts and prospects.
    - Build on the fundraising work that the Foundation has done.
    - Expand alumni donor base
  - Strategic Scholarship Growth
    - Provide strong support of College Goals for Scholarships
    - Provide strategic support for priority programs, enrollment, management goals, economic needs of the community, and support students from diverse and underserved communities.
    - Serve as advocates for current and new collaborations between high schools and SUNY Orange Admissions.
  - Aligned and Coordinated Marketing and Advocacy
    - Assist College to achieve enrollment goals
    - Reinforce College's critical education role in community and assist with advocacy within the community and state.
    - Emphasize importance of partnership between College and Foundation.
  - Goal and Outcome Determined Program Support
    - Ensure that the Foundation supports projects that benefit the College, students and community and align with the College mission.
    - Ensure allocations to the College provide positive academic outcomes and support jobs for future positions.
    - Review of financial impact of proposed projects and review measurable goals against benchmarks
  - Stable and Sustainable Organization Growth
    - Cultivate alumni relationships
    - Ensure a stable financial base for Foundation operations
    - Further fiscal operational efficiencies and effectiveness

Chair Wolfe commended the Foundation Board for the plan which is very concise and for the board members who go above and beyond. Nick Illobre thanked Mr. Rowley for his leadership and noted the executive committee is very strong. VP Cazzetta noted that AVP Hammond worked very hard on the presentation and his efforts in gathering the information is much appreciated.

#### **X. COMMENTS FROM THE PUBLIC:**

Dr. Frank Traeger discussed the move to the RCSE and noted that it will have much advantage to students for years to come. Faculty and students are all very excited and energized by the new space and new technology. He thanked President Richards for his vision and his work in bringing this about and to the board and Foundation for their contribution.

Representing the Staff/Chair Association, Dr. Traeger noted that it has been a pleasure to work with Dr. Richards over the years. Dr. Richards has given them unprecedented opportunity and discussed matters cooperatively and with an open door policy that he has maintained and they hope this will continue in the future. Thanks for leadership, vision and support of the College.

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

**XII. EXECUTIVE SESSION:** Executive Session held to discuss Board Self Evaluation

**XIII. BOARD ADJOURNMENT:** At 10:30 AM a motion was made (Krahulik/Benson) to enter into an Executive Session for the purpose of discussing personnel issues.

Per Chair Wolfe, Executive Session ended at 11:40 AM, at which time a motion was made (Mokotoff/Watson) to end the meeting.

Respectfully submitted,

Carol A. Murray  
Secretary to the Board

***NEXT BOARD MEETING: BOARD RETREAT  
Wednesday, September 17, 2014  
Board Room, Tower Building  
Newburgh Campus  
5 PM***