

**MINUTES OF THE ORANGE COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES' MEETING & RETREAT  
Thursday, June 6, 2013  
West Hills Country Club  
Middletown, NY**

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

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

**II. CONSENT AGENDA**

Chair Wolfe requested a motion to approve the Consent Agenda:

- A. Approval of regular minutes from May 14, 2013
- B. Approval of Petty Cash Reimbursements and Financial Statements for May 2013
- C. Approval of Appointments

**Faculty:**

<u>Name</u>	<u>Discipline</u>	<u>Effective</u>
Stephanie Wisniewski	Instructor Year 1, English Full-time, tenure track	AY 2013-2014

**Staff/Chair:**

<u>Name</u>	<u>Discipline</u>	<u>Effective</u>
Maureen Larsen	Interim Director of Academic Technology Grade III Information Technology	5/13/13 – 12/31/13
Talia Llosa	Director of Advising Student Services	5/13/13 – 8/31/13

- D. Approval of Promotions

**Faculty:**

<u>Name</u>	<u>Discipline</u>	<u>Present Rank</u>	<u>Rank Requested/Recommendation</u>
Susan Slater-Tanner	Arts & Communication	Assistant Professor	Associate Professor
Michele Paradies	Biology	Associate Professor	Professor
Sandra Graff	English	Assistant Professor	Associate Professor
Cynthia MacMahon	Science, Engineering and Architecture	Assistant Professor	Associate Professor

**Staff/Chair:**

<u>Name</u>	<u>Discipline</u>	<u>Present Rank</u>	<u>Rank Requested/Recommendation</u>
Paul Basinski	Global Studies	Associate Professor	Professor

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

Murphy/Anthonisen  
Unanimous

**III. President's Report:**

- A brief update was given on Grants and Awards as follows:
  - \$30,000 Walden Savings Bank Grant
  - \$216,820 High Needs Program Grant (Will advance the Nursing program significantly)
  - \$20,000 Virtualization Award Grant (Project with SUNY IT)
  - \$92,486 WIA (Workforce Investment Act) Youth Program Award (Renewed)
  - \$7,000 SUNY Works Award
  - (4) \$15 Million Awards were granted by the Governor to SUNY Consortiums. The lead for ours is SUNY IT and the consortium colleges are Orange, Westchester, Dutchess, Rockland and Ulster. This is a multi-year award and curriculums will be developed to sustain and advance the manufacturing and technology efforts in the lower Hudson Valley.
- A copy of the International Tree Tour Guide for the Middletown Campus was distributed. Efforts are being made to extend this guide in the future to the Newburgh Campus.
- The Farmer's Market at Middletown Campus which is sponsored by the Human Resources Department and the Sustainability Committee is open on Thursdays from 12-2 PM at the Middletown Campus..
- The Garden Club's Garden Tour will be held on June 22 and information was provided. In years to come, this will be extended to the Newburgh Campus via the Cornwall Garden Club.
- The SUNY Orange Faculty representatives of the FCCC (Faculty Council of Community Colleges) will make a presentation to the board in October of each year. SUNY Orange is hosting the September plenary meeting of the FCCC this year and our representatives Tom Giorgianni and Diane Bliss will report to the board on these activities in October. The FCCC at all colleges is an extension of the shared Governance system and they do a great deal of good work.
- The Foundation expects to award \$300,000 in scholarships next year to students. The Foundation has done a marvelous job thanks to the leadership of Nick Illobre, Rich Rowley and others. The need for scholarships is always great.
- Construction of the CSE building at Middletown is still ahead of schedule. The second greenhouse has been demolished and the new building should be done the middle of October. Grounds and gardens will be restored thereafter. Many thanks to the Devitt family for their generous extended gift to add the Pergola between the two greenhouses.

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

- Executive Committee held its retreat on 5/16 to reflect on its work and accomplishments for this AY and identify priorities and goals for AY 2013-14.
- 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.

**V. REPORT OF THE STUDENT TRUSTEE – Brittney Flaherty**

No formal report given.

Trustee Flaherty thanked the board for allowing her to serve out the remainder of the Student trustee term for AY 2012-2013. Chair Wolfe thanked Trustee Flaherty for stepping in midway through the year and presented her with a gift.

**VI OLD BUSINESS – N/A**

**VII NEW BUSINESS**

Trustee Krahulik reviewed VP Smith's prepared budget proposal.

Chair Wolfe thanked the Finance Committee, chaired by Trustee Krahulik for their hard work this past year.

**A motion was made** to approve AY 2013-2014 Budget as presented

Krahulik/Hunter  
Unanimous

Chair Wolfe reviewed a resolution to nominate Dr. Arthur Anthonisen for the Anne M. Bushnell Award for 2013 and she thanked Trustee Anthonisen for his service to the NYCCT and support of the College and the community college mission throughout his many years of service.

**A motion was made** to approve Resolution No. 8 to nominate Trustee Dr. Arthur Anthonisen for the Anne M. Bushnell Award for Special Achievement in 2013

Flaherty/Mokotoff  
7 yes/1 abstention

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

- Chair Wolfe read a thank you note from retired VP for Newburgh Campus, Mindy Ross, noting her appreciation for the recent naming of the Mindy Ross Gallery in her honor.
- The Board of Trustees' Goals for 2013-2014 were reviewed. These were established at the board retreat in June of 2012 and Chair Wolfe noted the College will continue to pursue the goals in the coming year. Much progress has been made this past year.
- Requests to attend the NYCCT meeting (September), ACCT (October), and Legislative Conference (February) should be given to Carol Murray so that planning can proceed.
- The Governance and Nominating Committee will meet in June or July to discuss nominations for AY 2013-2014 (Chair, Vice-Chair and Secretary)
- The President's Compensation committee will also meet in July.

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

**Academic and Student Services Committee:**

No report given

**Audit and Finance Committee:**

No report given

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

#### **Overview of Institutional Effectiveness Plan**

Heather Perfetti, VPAA

President Richards introduced VP Perfetti who gave an overview of the Institutional Effectiveness Plan and how it fits in with the Strategic Priorities approved by the board for 2009-2014. A year from now, at the BOT retreat, the Strategic Priorities of the College will be reviewed for 2015-2019 Strategic plan.

VP Perfetti gave a thorough review of the Institutional Effectiveness Plan. The IE Plan is a way to examine the institution and look at areas for improvement while also celebrating the successes. It is an ongoing process incorporated into the College's planning and assessment.

The following items were reviewed by VP Perfetti:

- Institutional Effectiveness is the “systematic, explicit and documented process of measuring performance against mission in ALL aspects of an institution”
- Institutional Effectiveness is measured for:
  - Clarification of Mission
  - Improvement
  - Identification of Priorities
  - Planning and Decision Making
  - Enhancement of Reputation
  - Historical Record
  - Accreditation Requirement
  - Accountability to Constituencies
  - Information for Prospective and Current Students
- College Goals, Strategic Priorities, Master Plans, Annual Reports and the IE Plan are all tied together.
- Successes are celebrated, commitment is made to continuous improvement, and conversations take place about where the College needs to improve when measurements show a need for improvement.
- The College goals were reviewed along with the 27 Adopted measures in the Institutional Effectiveness plan.
- VP Perfetti asked the board for other areas of data that they feel may have surfaced during their conversations and the following was discussed:
  - Reverse Transfer
  - Recruiting to Communities that do not have College-going history addressing diversity of communities?
    - VP Broadie noted that this is a focus of the Admissions Office
  - Better capturing where the College's engagement is in the community (i.e. Faculty and Staff involvement in their communities, attendance at Cultural Affairs events, etc.) Trustee Murphy discussed the many ways that Faculty and Staff contribute to their communities and that capturing, compiling and sharing this information would be very helpful.
- Trustee Mokotoff and Trustee Murphy noted that marketing for cultural affairs events, perhaps in the local churches and community, would be helpful.
- Other items reviewed:
  - Graduation Rates
  - Continuing & Adult Professional Education (CAPE)
  - Community College Survey of Student Engagement (CCSSE)
  - Benchmarking for each Institutional Effectiveness Measure, tracking data for 3 years.
- The Cycle of Planning, Assessment, Resource Allocation and the role of the board was discussed and a presentation will be done for the board in the fall

and spring semesters prior to Middle States visits from Dr. Hoy (October) and the Review team (April.) Trustee Ullrich asked if the assessment of institutional effectiveness presented to the board in the Spring will be tied in with the budget processing so that the budget reflects what is being discovered in the assessment of IE. VP Perfetti noted that this is the ultimate goal and processes are in place at the College to do this.

- AY 2013-2014 will be the first year that the Institutional Plan will be in full implementation and sharing critical information with the board for decision-making will be done.
- The three major areas of focus for AY 2013-2014 are:
  - Institutional Effectiveness Plan: Cabinet will meet in July to delve into data available and how to use the data within units going forward and this will be brought back to the board.
  - Strategic Planning: The College will be engaged with Strategic Planning and this will include the board. The process will be introduced to the faculty and staff in the fall and throughout AY 2013-2014 there will be activities to renew the Strategic Plan. The Strategic Plan will be presented to the board in June 2014.
  - Middle States Self-Study Efforts continue for AY 2013-2014.
- The Middle States Preliminary Visit with Dr. Hoy is scheduled for October 29, 2013
- The Middle States Team visit is scheduled for April 6 – April 9, 2014
- A discussion ensued regarding the intense rigor of the Middle States process preparation and all it entails. Trustee Anthonisen requested a chronology of how the College has done over the years and in comparison to sister colleges. VP Perfetti will prepare a report showing the College's past Middle States results including a comparison to other colleges. President Richards reminded everyone that America has the only higher education system in the world that is self-regulated and the team consists of colleagues from other colleges within the Middle States region. This is a very important review and will help the college plan for the future.

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

**XI. BOARD DISCUSSION:**

- Trustee Flaherty introduced Alex De La Rosa, the student trustee for AY 2013-2014.
- Chair Wolfe noted that at the 2011 retreat much time was spent on what the college would look like 20 years from now and that was addressed during the year. Most of the board's goals have been reached and requests from the board have been addressed at each board meeting. The Academic presentations will hopefully continue next year.
- Trustee Murphy discussed student housing scenarios at some other schools noting that there is another dimension to the student housing concern with regard to needs for students and allocation of resources, such as counseling, food services and much more. This brings another dynamic to student housing and she expressed the importance of the community college's unique mission to be economically feasible. Trustee Krahulik noted the competition we now have with 4-year schools and the need to find strategies to keep tuition low. Trustee Ullrich noted that the budget is optimistic but we will not be able to sustain what we have without alternative sources of revenue. Trustee Anthonisen said that he sees a totally different campus 30 years out. Chair Wolfe stated that the Housing Feasibility Study will be done by October.
- Foundation Board member, Nick Ilobre, expressed that the Foundation Board and the College are reaping the benefits of bringing the Foundation and the Board together for discussions. The Foundation Board concerns are the same as the Board of Trustees' and the Foundation's support of the Academic area has been strengthened and aligned providing consistency.

- VP Ross noted that Enrollment in Newburgh has continued to grow but is beginning to level off. Academic Affairs will be looking at unique and innovative programs housed at the Newburgh Campus.
- VP Cazzetta noted that Alumni outreach is a focus of Institutional Advancement and the Alumni area has been working with Career Services providing outreach to individual alumni who may have internship opportunities. This will support VP Broadie's efforts to build the Career and Internship services program. In addition, Alumni can support the College in recruitment efforts, especially those who have been successful.
- Chair Wolfe asked the board if the Tuesday, 4 PM meeting date is still acceptable and all agreed.
- Trustee Mokotoff was presented with a cake and all sang Happy Birthday for her 95<sup>th</sup> birthday!!

**XII. EXECUTIVE SESSION: N/A**

**XIII. BOARD ADJOURNMENT**

At 8:50 AM, a motion was made (Hunter/Helen) to adjourn the meeting and continue with the Committee of the Whole presentation at 9 AM.

Respectfully submitted,

Carol A. Murray  
Secretary to the Board

**NEXT BOARD MEETING**  
**Tuesday, September 10, 2013**  
**Tower Building, 5<sup>th</sup> Floor, Board Room, Newburgh Campus**  
**4 PM**