

**MINUTES OF THE ORANGE COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES' RETREAT  
Thursday, June 4, 2015  
West Hills Country Club, Middletown, NY**

Present: Chair H. Ullrich, Vice-Chair M. Murphy, Secretary F. Watson, J. Wolfe, R. Krahulik,  
D. Benson, T. Hunter, A. Reid

Absent: G. Mokotoff

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

**II. CONSENT AGENDA**

Chair Ullrich requested a motion to approve the Consent Agenda:

- A. Approval of regular minutes from May 20, 2015
- B. Approval of Petty Cash Reimbursements and Financial Statements for May 2015
- C. Approval of Retirement Memo:

**STAFF/CHAIR:**

<u>Name</u>	<u>Discipline</u>	<u>Years of Service</u>	<u>Effective</u>
Frances M. Cummins	Mathematics	26*	Fall 2015

\*At the same time, the board approved the status of Professor Emerita for her 26 years of dedicated service to the College and the students throughout her career.

D. Approval of Promotions Memo:

**FACULTY:**

<u>Name</u>	<u>Discipline</u>	<u>Present Rank</u>	<u>New Rank</u>
Antonio Scalia	Academic Advising	Assistant Professor	Associate Professor
Joseph Litow	Arts & Communication	Associate Professor	Professor
Michele Iannuzzi-Sucich	Biology	Assistant Professor	Associate Professor
Anthony Cruz	English	Assistant Professor	Associate Professor
Stephen Meagher	English	Assistant Professor	Associate Professor
Michael McCoy	Global Studies	Assistant Professor	Associate Professor
Heidi Weber	Global Studies	Assistant Professor	Associate Professor
Janet Stonick	Mathematics	Associate Professor	Professor
Barbara Wortman	Mathematics	Associate Professor	Professor
Patricia Cal	Nursing	Assistant Professor	Associate Professor

**STAFF/CHAIR:**

<u>Name</u>	<u>Discipline</u>	<u>Present Rank</u>	<u>New Rank</u>
Cory Harris	Behavioral Science	Assistant Professor	Associate Professor
Lucinda Fleming	Business	Associate Professor	Professor
Elizabeth Tarvin	Education	Assistant Professor	Associate Professor
Anne Prial	Mathematics	Associate Professor	Professor
Sheila Stepp	Movement Science	Assistant Professor	Associate Professor
Maria Masker	Physical Therapist Asst	Associate Professor	Professor

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

Benson/Krahulik  
Unanimous

**III. PRESIDENT'S REPORT (President Richards):**

- Three items are left to be accomplished prior to beginning the “Bridges” special education project as follows and Mike Gawronski is leading the project. President Richards is hopeful that programming will start in the fall:
  - Hiring of Staff
  - Development of Curriculum
  - Acquire sustainable funding by completing contracts with the school districts.

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

- Executive Committee held its retreat on 5/21 to reflect on its work and accomplishments for this AY and identify its priorities and goals for the 15-16 AY.
- End of the year reports have been completed for all of our governance standing committees, including the Executive Committee of Governance. They are accessible to the college community on the “P” drive.
- Lastly, Ms. Tubbs thanked the board for allowing her and/or the Governance VP to attend and report at the board meetings regularly. She also thanked the board for allowing her to serve as the faculty and staff representative and voice to the Board. She noted that this is truly an important component in the College’s shared governance structure and function at the college.

Chair Ullrich extended the thanks of the entire board to Ms. Tubbs and Shelley Paradies, VP for Governance. She also thanked President Richards for his openness to shared governance noting that this was an important part of his leadership.

The new Constitution and Bylaws of Governance was distributed.

**V. REPORT OF THE STUDENT TRUSTEE – Allison Reid**

- Student Trustee Reid noted that she really enjoyed the College’s Commencement and she has had a great experience at SUNY Orange.
- The Board of Activities will have their end of year trip to NYC to see a Broadway show this coming weekend, made possible by fundraisers on campus.
- Student Trustee Reid thanked the board noting that being on the SUNY Orange BOT has also been a great experience.

**VI. OLD BUSINESS: N/A**

**VII. NEW BUSINESS:**

**A motion was made** to approve Resolution No. 14: Resolution to Grant President Emeritus Status to Dr. William Richards

Wolfe/Benson  
Unanimous

Chair Ullrich congratulated Dr. Richards on his retirement from the College and he was presented with a plaque thanking him for his service. In addition, Dr. Richards will be given a “trustee” chair (on its way to Colorado) with the College Seal and a brass plate, noting that Dr. Richards is now “President Emeritus.”

**A motion was made** to approve Resolution No. 15: Resolution Acknowledging the Dedicated Service of Student Trustee Allison Reid

Benson/Wolfe  
Unanimous

**A motion was made** to amend the proposed Budget for AY 2015-2016\*

Watson/Benson  
Unanimous

\*VP Hamburg presented the proposed budget to trustees, noting that the College has requested a 3.1% increase from the County, so that the College will not need to use any fund balance.

Chair Ullrich requested a motion to accept the amended proposed budget

**A motion was made** to accept the amended proposed budget

Krahulik/Hunter  
Unanimous

#### VIII. BOARD CHAIR COMMENTS:

- Chair Ullrich noted the following documents were distributed to the board, at their places today.
  - Audit and Finance Minutes – March and April, 2015
  - Compilation of Curriculum Changes for AY 2014-2015 from Stacey Moegenburg, VPAA
  - Board of Trustees Meeting Schedule for AY 2015-2016
  - List of Dr. Richards’ Accomplishments
  - Framed picture of the board, from the fall semester
- Chair Ullrich and Dr. Richards met with County Executive Neuhaus recently and discussed the fund balance and the possibility of taking \$100,000 from the Chargeback Capital Fund and adding it to the College’s Capital Equipment Fund. This will most likely be used to enhance the College’s IT capabilities. Chair Ullrich and the County Executive also discussed trustee appointments and it was a productive discussion. The hope is to have the last seat on the board filled sometime this next AY.
- Mary Norman, President of the College from 1982 – 1985, passed away this week.

#### IX. COMMITTEE REPORTS:

**Academic Programs and Services Committee:** N/A

**Audit and Finance Committee:**

Trustee Krahulik asked that the Fiscal Report as of May 31<sup>st</sup> be reviewed by the board and noted that revenue is down and enrollment is down 1.7% (less than what was expected) so perhaps the trend is diminishing. The Administration has done a fantastic job of reducing expenditures, down 7.8% from the year before. He commended the Administration on doing an outstanding job at keeping expenses down.

**X. COMMENTS FROM THE PUBLIC:**

- Dr. Kathy Malia, Faculty Association President, asked for clarification that the County must give the same amount as the previous year, maintaining previous effort. She asked for confirmation that the County cannot give any less and Chair Ullrich clarified that they cannot.
- Rich Rowley, Foundation Board President, read a resolution passed by the Foundation Board on May 18<sup>th</sup> to appoint Joan Wolfe as an honorary lifetime director. Trustee Wolfe accepted and thanked Dr. Richards, the Board of Trustees and the Foundation board for building a strong team that works together.

**XI. BOARD DISCUSSION:**

- Trustee Watson noted that the Governance and Nominating Committee has met to discuss board appointments and the committee will report back in September with their recommendations.

**XII. BOARD ADJOURNMENT:** At 9:30 AM a motion was made (Wolfe/Krahulik) to end the regular board meeting and the Committee of the Whole presentations commenced.

**Committee of the Whole Presentations:**

**Strategic Plan Draft 2015-2020\***

Christine Work, Inst. Planning, Assessment & Research Officer  
Linda Fedrizzi, AVP for Liberal Arts

Ms. Work and AVP Fedrizzi reviewed the Strategic Plan draft noting that the final plan will be completed over the summer and forwarded to the incoming president, Dr. Young, for review. Feedback from the board was welcomed and approval of the final document will be requested at the September board meeting. Implementation of the 2015-2020 Strategic Plan will follow thereafter.

**Facilities Master Plan Draft 2015-2020\***

Tenee Casaccio, President  
JMZ Architects

Ms. Casaccio presented a draft of the Facilities Master Plan for the board's consideration. It will remain in draft format until such time as the board approves the FMP.

**Marketing Update\***

Vinnie Cazzetta, VP for Institutional Advancements

Mr. Cazzetta gave an overview of marketing efforts at the College for AY 2014-2015

\*Documents are attached to these minutes as Exhibits 1, 2, and 3

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

Respectfully submitted,

Carol A. Murray  
Secretary to the Board

**NEXT BOARD MEETING:  
Wednesday, September 23, 2015  
Board Room, Tower Building  
Newburgh Campus**

**Exhibit 1(Included as a separate attachment):**

**Strategic Plan Draft 2015-2020**

Ms. Christine Work, Inst. Planning, Assessment & Research Officer

**Exhibit 2 (Included as a separate attachment):**

**Facilities Master Plan Draft 2015-2020**

Tenee Casaccio, President  
JMZ Architects

**Exhibit 3 (Included as a separate attachment)**

**Marketing Update\***

Vinnie Cazzetta, VP for Institutional Advancements