

**MINUTES OF THE ORANGE COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES' MEETING & RETREAT
Tuesday, June 7, 2016
West Hills Country Club, Middletown, NY**

Present: Chair H. Ullrich, R. Krahulik, J. Wolfe, F. Watson, T. Hunter, D. Benson, G. Mokotoff

Absent: M. Murphy

I. CALL TO ORDER – Chair Ullrich called the meeting to order at 5:05 PM.

II. CONSENT AGENDA

Chair Ullrich requested a motion to approve the Consent Agenda:

- A. Approval of regular minutes from May, 2016
- B. Approval of Petty Cash Reimbursements and Financial Statements for May 2016
- C. Approval of Appointments:

Faculty:

<u>Name</u>	<u>Title</u>	<u>Effective</u>
Michele Ascione	Instructor Full-time, Temporary - Diagnostic Imaging	Fall 2016 (Pro-rated)
Maureen Brett-Mohyla	Instructor Full-time, Tenure track - Nursing	AY 2016-2017
Miroslav Krajca	Instructor Full-time, Temporary - Applied Technology	AY 2016-2017
Thomas Lecaque	Instructor Full-time, Tenure track - Global Studies	AY 2016-2017
Charles Passarotti	Instructor Full-time, Temporary - Science, Engineering and Arch	AY 2016-2017
Lara Patel	User Services Librarian Full-time, Tenure track - Library	May 16, 2016
Gina Vanleeuwen	Instructor Full-time, Tenure track - Nursing	AY 2016-2017

Staff/Chair:

<u>Name</u>	<u>Title</u>	<u>Effective</u>
Christopher Rigby	Department Chair Applied Technology	August 24, 2016
Patricia Cal	Department Chair Nursing	August 24, 2016
Robert Undersinger	Director of Payroll Payroll Department, Grade III	June 6, 2016 (Pro-rated 6/6 – 8/31/16)
Sasha DeNeve	Academic Services Assistant Associate Vice Presidents Office Grade II	May 30, 2016 (Pro-rated 5/30 – 8/31/16)

Management Confidential:

<u>Name</u>	<u>Title</u>	<u>Effective</u>
Daniel Hall	Vice President of Administration and Finance	July 25, 2016 (Pro-rated 7/25 – 8/31/16)

D. Approval of Promotions:

Faculty:

<u>Name</u>	<u>Discipline</u>	<u>Present Rank</u>	<u>Approved Rank</u>
Maureen Flaherty	Academic Advising	Assistant Professor	Associate Professor
Alexander Jakubowski	English	Associate Professor	Professor
Janine Sarbak	Criminal Justice	Assistant Professor	Associate Professor

E. Approval of Final Retirement:

Management Confidential:

<u>Name</u>	<u>Title</u>	<u>Effective</u>
Jo Ann Hamburg*	Interim VP Administration and Finance	June 29, 2016

*At the same time, the board approved the early retirement incentive

III. PRESIDENT’S REPORT – Dr. Kristine Young

- President Young expressed her pleasure in announcing that due to the hard work of many over the past 6-7 months, enrollment headcount for Summer 1 was increased significantly through advocacy, public relations, and scheduling. This was a College Community-wide effort.
- Summer 2 enrollment final numbers are not available as students continue to enroll.
- Fall enrollment efforts will utilize the same proven avenues to encourage students to enroll at SUNY Orange.
- Congratulations to the Occupational Therapist Assistant (OTA) program for filing their annual compliance report and while they did not have a visit, the report was accepted with no further action.
- The Diagnostic Imaging Department received recommendations from the recent JRCERT visit for small, modest improvements to be made in order to be accredited. Professor Misiak and AVP Gawronski are working aggressively to address these and submit a response for review at the JRCERT board meeting agenda in June/July.

IV. REPORT OF THE COLLEGE GOVERNANCE SYSTEM – Paul Basinski

- Mr. Basinski noted that he is excited about the opportunity to serve as the Governance President for a 3-year term.
- He noted that Michelle Tubbs did an excellent job and has just finished the Governance Executive report. He will forward copies to the board.
- Dr. Shelly Paradies will continue to serve as Governance Vice President.
- He plans to spend time learning and working with all constituents and he has challenged himself with increasing numbers at monthly Assembly meetings as attendance has dropped off.
- Planning and Budget committee is still in a state of flux.
- Mr. Basinski plans to reach out to new faculty via orientation meetings; he will meet with President Young and Cabinet over the summer months and will be planning summer workshops.

Chair Ullrich commended SUNY Orange Governance for being one of the best in New York State and this is a tribute to Faculty, Staff and Administration.

V. REPORT OF THE STUDENT TRUSTEE – N/A

VI. OLD BUSINESS: - N/A

VII. NEW BUSINESS:

1. Approval of Budget 2016-2017

A motion was made to Approve the 2016-2017 budget as presented by Interim VP Hamburg.*

Wolfe/Mokotoff
Unanimous

*A copy of the presentation is attached to these minutes as Addendum #1.

2. Review of 2015-16 Curricular Changes and Approval of Changes to be submitted to NYSED and/or SUNY

A motion was made to Approve the 2015-2016 curriculum changes designated as requiring approval of the Board of Trustees as presented by Interim VP Moegenburg.*

Krahulik/Watson
Unanimous

*A copy of the "Curriculum Changes AY 2015-2016" is attached to these minutes as Addendum #2.

3. Motion to Approve Board of Trustees' Slate of Officers for AY 2016-2017

A motion was made to Approve the 2016-2017 Board of Trustees' Slate of Officers as follows:

Helen G. Ullrich, Board Chair
Bob Krahulik, Vice Chair
Donna Benson, Secretary

Wolfe/Mokotoff
Unanimous

Chair Ullrich thanked the board and welcomed Trustee Krahulik back as her Vice Chair and Trustee Benson as secretary. She noted that this small leadership group will become more pro-active and convene a meeting over the summer to talk about plans for upcoming AY. She invited all trustees to connect with any of the officers with suggestions for focus items.

4. Resolution No. 9: Recognition of Jo Ann Hamburg, Interim VP for Administration and Finance

A motion was made to Approve Resolution No. 9: Recognition of Jo Ann Hamburg, Interim VP for Administration and Finance.*

Wolfe/Krahulik
Unanimous

*Chair Ullrich thanked VP Hamburg for her service to the College and VP Hamburg was presented with a framed resolution and all enjoyed cake to celebrate her retirement from the College.

VIII. BOARD CHAIR COMMENTS:

- Chair Ullrich noted that Chancellor Zimpher will retire in one year and the SUNY Board of Trustees will conduct the search for a new Chancellor.
- Chair Ullrich reviewed a recent introduction of a bill in Albany which would change the powers and jurisdiction of Community College Board of Trustees. The proposed bill would allow the community college regional councils to approve changes and would require that any program or curricular change be justified as to actuality of students finding a job. Chair Ullrich has prepared a letter to Senators Larkin and Bonacic asking them to be vigilant with this bill and that it not appear on the agenda. She asked for trustee support. A copy of the letter and talking points will be distributed to trustees should the topic arise again. SUNY opposes the bill as well. The Executive Committee of the board will reach out to the senators as follow-up.

IX. COMMITTEE REPORTS:

Audit and Finance Committee:

Trustee Kraulik reported that the Audit and Finance Committee did not meet prior to the meeting however he highlighted the following from comparisons between 5/31/15 and 5/31/16:

- Total actual Revenue had an increase over last year
- Expenditures were only marginal, compared to last year

While this is good news, Trustee Kraulik noted that the College must still be vigilant and he congratulated Administration on a great job with budget this year.

X. COMMENTS FROM THE PUBLIC:

- Faculty Association President, Kathy Malia noted:
 - The union has been involved in a couple of arbitrations: one which was settled and the other which is ongoing. Arbitrations were over a faculty member's job and additional payment for work in changing DL platforms.
 - Dr. Malia was at an OC Teacher's Association meeting and Legislator Chris Eachus was there also. For informational purposes only, she noted that Legislator Eachus announced that he will be challenging Senator Larkin for his position at Albany.
- Trustee Mokotoff emphasized that community colleges should not always exercise the fact that the College will get them a job because there are other reasons to go to school. Chair Ullrich noted that this is the reason for efforts against the proposed bill because we are not a vocational school, we are a College. Trustees are hoping that representatives in state legislature recognize this also.
- Foundation Board Chair, Terry Saturno, thanked Chair Ullrich for the invitation to attend the Board Retreat and she enjoyed hearing how our board interacts and also learning about the success of the College's program that are in place.
- Chair Ullrich thanked the Foundation Board for its incredible support of the College.
- Professor Frank Traeger noted that the Staff/Chair Association is happy to report that their grievance has been resolved and thanks Stacey Moegenburg and Jo Ann Hamburg for assistance in reaching the agreement.

XI. BOARD DISCUSSION: N/A

EOP Presentation*

Madeline Torres-Diaz, AVP for Student Engagement and Completion

A comprehensive update on the EOP program was presented by Madeline Torres-Diaz, AVP for Student Engagement and Completion.

*A copy of the presentation is attached to these minutes as Addendum #3

Rowley Center for Science and Engineering Update*
Stacey Moegenburg, Interim VP for Academic Affairs

VP Moegenburg gave an update on all that has been happening in the RCSE building since it opened 2 years ago and she thanked the Foundation Board for their support with the building. Faculty, Staff and students are very inspired when in the building and the number of students in Science and Engineering programs has increased. In particular, students enjoy the new Bat Cavern space which has seen an increase in usage. Architecture students created an Instagram account that shows all the many great things happening in the building and this is something that could be replicated in other areas.

Foundation Board member, Rich Rowley, indicated that he would underwrite a program, perhaps on a Saturday, to invite students to come and see the building and all that it offers.

*A copy of the presentation is attached to these minutes as Addendum #4

Enrollment Update & AY 2016-2017 Goals
Kristine Young, President

President Young gave an update on Enrollment as follows:

- College staff did a good job with Summer Enrollment
- Currently for fall 2016, headcount is down 7.2% and credit hours are down 9.2% but this number should get better in the coming months.
- The greatest % of loss is in students registering for 12 hours or more (F/T students) with a more positive % of students registering for less than 6 credit hours. This indicates that the College is not serving full-time students as much as part-time (less than 9 credit hours)
- Emphasis will be placed on the Newburgh campus with efforts to “Put the New in Newburgh” and look at adding programs that can be offered at the Newburgh campus. These programs will be promoted through direct mailings, Social media, Newburgh Illuminated, and marketing will be a focus.

Goals

Kristine Young, President

- The major vision will be serving the students of today and President Young discussed the following goals most important to the success of the College and students:
 - Enrollment
 - Efforts will continue to arrest enrollment loss
 - A significant gift to the Foundation will assist in a new “Floriculture” program and this will create a path to Horticulture and Agriculture programs in the future
 - The Bridges program will begin in the Fall with 12 students registered
 - Business Management
 - Three new Vice Presidents will be on-boarded this AY (Administration and Finance, Academic Affairs, and Student Services)
 - The highest priority aspects of the Information Technology infrastructure will be completed
 - There will be an emphasis on Diversity and Inclusion with a Diversity Plan being created.
 - The College will re-build its commitment to professional development

President Young thanked the Interim Vice Presidents for a great job by all!

- Academic Management
 - Continue to initiate conversations for new programs such as Healthcare, IT, Direct Care, Project Management, Hospitality and others
 - Prepare academic technologies for increased Distance Learning courses

- Improve delivery of student advising
- Establish reliable program review
- Community Relationships
 - Review of Community College in High School (CCHS) program and create tactical plan
 - Expansion of relationships with high schools and support entities (i.e. Newburgh Armory Unity Center - NAUC)
 - Expand CAPE programs

XII. BOARD ADJOURNMENT: At 11:40 AM, motion was made to adjourn (Wolfe/Benson) the board meeting and enter into Executive Session to discuss employment of a particular individual pursuant to state law.

XIII. EXECUTIVE SESSION: Secretary Benson later reported that the Executive meeting started at 11:50 AM and ended at 12:10 PM. Chair Ullrich noted for the minutes that the board awarded President Young a bonus of \$5000 for her excellent work in AY 2015-16.

Respectfully submitted,

Carol A. Murray
Secretary to the Board

***NEXT BOARD MEETING
Board Retreat***

Wednesday, September 21, 2016

*Board Room, Tower Building
Newburgh Campus
5 PM Board meeting
5:45 Committee of the Whole*