

**MINUTES OF THE ORANGE COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES' MEETING & RETREAT
Tuesday, June 6, 2017
West Hills Country Club
Middletown, NY**

Present: H. Ullrich, D. Benson, S. Laden, T. Hunter, B. Krahulik, F. Watson, J. Wolfe

Absent: M. Murphy, G. Mokotoff

I. CALL TO ORDER – Chair Ullrich called the meeting to order at 9:05 AM

II. CONSENT AGENDA

Chair Ullrich requested a motion to approve the Consent Agenda:

- A. Approval of regular minutes from May 17, 2017
- B. Approval of Financial statements for May 2017
- C. Approval of Appointments:

<u>Management Confidential</u>	<u>Discipline</u>	<u>Effective</u>
Anne Prial	Associate VP for Business, Math, Science and Technology Academic Affairs	May 29, 2017
Stacey Moegenburg	Associate VP for Liberal Arts Academic Affairs	May 29, 2017

D. Approval of Promotions for AY 2017-2018:

<u>Faculty</u>	<u>Discipline</u>	<u>Present Rank</u>	<u>Approved Rank</u>
Susan Slater-Tanner	Arts & Communication	Associate Professor	Professor
Laura Angerame	Business	Assistant Professor	Associate Professor
Timothy Zeszutek	Criminal Justice	Assistant Professor	Associate Professor
Sandra Graff	English	Associate Professor	Professor
Michael Strmiska	Global Studies	Assistant Professor	Associate Professor
Pamela Rice-Woytowick	Science, Engineering & Architecture	Assistant Professor	Associate Professor
Joel Morocho	Mathematics	Assistant Professor	Associate Professor

<u>Staff/Chair</u>	<u>Discipline</u>	<u>Present Rank</u>	<u>Approved Rank</u>
Candice O'Connor	Arts & Communication	Associate Professor	Professor
Alice Coburn	Nursing	Assistant Professor	Associate Professor
			Krahulik/Benson Unanimous

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

- There has been good news from SUNY system regarding SUNY Orange's ESSE proposals sent for review, for possible funding. Of the 11 proposals the College sent, 7 were selected for funding. Level of funding has not yet been disclosed and next step is to provide further, modest information to SUNY.

- An organizational meeting was held in Port Jervis with several school administrators, town leadership, County Officials, and SUNY Orange leadership team to determine next steps for bringing coursework to the Port Jervis community. The County is leasing space on Pike Street and has offered the College use of the facility for 3 years rent-free. College representatives and leaders will attend the Port Jervis “Night-Out-Against Crime” to talk with community members about their needs and obtain feedback on courses they would like to see. The hope is to offer something as early as fall semester.
- VP Dauer invited Rebecca Goldenstein, Community College Capital Program Manager at SUNY, to provide a primer on capital projects process and how to take best advantage of resources the College has through SUNY. Rebecca discussed the 1:1 match on donations and in-kind donations and Dr. Young and VP Dauer inquired about the Foundation Donation of \$250,000 and whether it could be matched. They were informed that it would be appropriate to request the match. With certification from the Foundation, the board of trustees in September, and the County, the College will be able to have \$250,000 more in instructional equipment in AY 18-19.
- Congratulations to Carol Murray for receiving her Master’s degree in May.
- Thanks to everyone and especially the board for their involvement and engagement throughout the year. The Association, the Foundation, Shared Governance, Staff and Chair all collaborating so well.
- In review of AY 2016-2017, the following are notable:
 - Overall student retention has increased
 - The EOP (Educational Opportunities Program) was established and fully enrolled before one year’s time, when there were 2 years to fully enroll.
 - IT Infrastructure of the College has improved and \$1.5 Million has been spent thus far.
 - The College hired a Chief Diversity Officer and has written a “Diversity and Inclusion Plan”.
 - The Continuing Education program, CAPE, is revitalized and ready to serve in new ways.
 - Work continues on the Grant Street project in Newburgh with a very massive undertaking. Seed programming at the YMCA should be in process by next year.
 - All this was accomplished with new leadership and changing leadership roles
 - Excelsior application process opens soon and June 7 will be the start of the College’s marketing campaign to bring awareness regarding Excelsior and other options for attending the College.
- In AY 2017-2018
 - Two contracts will be negotiated (Faculty and Staff/Chair)
 - Conversations will be planned with the Board, County Legislators and the College community regarding use of space more appropriately with emphasis on the student of this century. Special emphasis will be on the “Student Center Enterprise”
 - The Clemson Park initiative is being developed. The park is located near the YMCA in Middletown and was a Japanese Garden years ago, however the structures are gone and it is now overgrown. The idea is to use this large park for the Floriculture program as a land laboratory, expand into Horticulture, and expand into the Architecture program, discussing landscape design.

B. REPORT OF THE COLLEGE GOVERNANCE SYSTEM – Paul Basinski

- Executive Committee conducted their yearly EC retreat for fellowship and to decompress from the busy year.
- End of Year Reports from committees were reviewed and began to plan for the coming year.
- Governance looks forward to the year ahead.
- End of Year Executive Summary will be distributed.

C. REPORT OF THE STUDENT TRUSTEE – Shane Laden

- No report given

D. COLLEGE ASSOCIATION - Vinnie Cazzetta, VP for Institutional Advancement

- Contracts for food services and bookstore are currently under review by attorneys and should be completed by end of the week.
- The food services vendor did a walk-through with representatives from Facilities and IT to make sure the micro-markets will be up and running for fall semester.
- The College Association's next meeting will take place on June 21 for approval of budget and other year-end operations.
- On June 22, the Bookstore will transition from the College Association to Follett. Renovations will be done around October.

E. FOUNDATION BOARD – Terry Saturno, Chair

- During course of last year, the Foundation has done a full reorganization and is now a separate 501c3.
- Thank you to Chair Ullrich and President Young for working with the Foundation on the MOU.
- Dr. Russell Hammond has been named as Executive Director of the Foundation, as of February.
- The Alumni Foundation was brought under the umbrella of the Foundation many years ago and it was necessary to incorporate that area into the Foundation. Mary Roth has been appointed as Director of Alumni and Community Engagement.
- When the new AY begins, the Foundation will be concentrating on donations and they welcome referrals for potential donors.
- A new comprehensive scholarship software has been acquired which will automate the process for awarding scholarships and will be more user-friendly.
- A new logo, approved in May, will reflect the combination of both the Foundation and Alumni Relations.
- New budget approved in May reflecting many changes both on the income and expense side.
- The Foundation looks forward to continuing to be an important support arm of the College.

F. SPECIAL REPORTS:

**FACILITIES MASTER PLAN UPDATE: FOCUS ON SHEPARD CENTER
(Tenee Casaccio, JMZ Architects)**

Ms. Casaccio gave a comprehensive Facilities Master Plan Update noting the following:

Priorities for the College's Strategic direction have not changed:

- Putting students first
- Reorganizing functions to bring better efficiency to campus operations
- Investing in facilities to keep buildings up to date and adequately supporting academic programs
- Changing pedagogies and technologies
- Strengthening the sense of community
- Anticipating some long-range capital projects

There have been changes in leadership at the College and projects below have taken priority:

- Excelsior plan
- Residence Hall task force was formed by the trustees and the task force is one year into that process
- Food service has taken a significant turn and that has facility implications
- Priorities haven't change and the Strategic plan remains but there are many ways to approach it
- Students Services has been a top priority, improvements to South Street, and many renovations to existing buildings were included in the Master Plan and remain important.

Ms. Casaccio gave a complete overview of changes proposed for the Student Service Center to better serve new students and employees in the Shepard Center. The focus will be on services for established students (i.e. Honors, clubs, Senate, etc.) at an alternate location on Campus, possibly Hudson Hall. To that end, a strategic space study has been created and discussion ensued.

Trustee Krahulik requested that with the final report include a budget for the next 10 years be provided, noting projections for County/State/Foundation entities before a commitment is made.

HOUSING TASK FORCE UPDATE (Joan H. Wolfe, Trustee)

Trustee Wolfe gave a comprehensive update noting the following:

- The committee met to review previous information, address questions, concerns and share plans
- A two-year timeline was provided by the Board Chair and the first step was to review the feasibility plan done in 2013/14 and the surveys done by Faculty/Staff and students.
- A list of questions/survey was developed for using during College visits
- The committee met in January and Dr. Sue Deer, Provost and Executive Vice President for Rockland Community College attended. She reviewed the process and timelines for the RCC dormitories and answered questions/concerns from committee members. RCC started the process in 2006 and the facility is planned to be in place in 2017. Projected cost for the project was \$31 Million. The RCC plan skews toward International Students and they have hired a recruiter.
- A site visit to Dutchess Community College in April was very informative and the College was very accommodating and honest with the members of the committee who attended.
- The last meeting was held in May and Tenee Casaccio attended to provide her expertise and a look back at the College's Strategic Plan with regard to housing and priorities outlined. She suggested that the College look at where the institution is going and why student housing?
- It was noted by Tenee that in order to be cost-effective a commitment of no less than 200 students in dorms is acceptable, however 200 is light and 300 is more what SUNY Orange would need to have.
- The process would take at least 30 months.
- Task Force is open minded and next visit will be to Schenectady Community College.
- A major factor if housing were to go forward is where it would be and how it would affect the College's neighbors.

Chair Ullrich thanked Trustee Wolfe and noted that the decision will be made after the two year investigation process is complete and all options have been explored.

IV. OLD BUSINESS:

College Policy Manual: Vice Chair Krahulik reported that the College Policy committee did not meet last month but they plan to develop an update of the current policy manual and include a procedural manual within all departments of the College.

V. NEW BUSINESS:

- 1) Approval of Budget AY 2017-2018

Linda Dauer, Vice President for Administration and Finance, gave a comprehensive overview of the current year (AY 2016-17) and the budget process for next year (AY 2017-18)

A motion was made to approve Budget AY 2017-2018

All in favor
Unanimous

- 2) Resolution No. 8: Resolution Acknowledging Student Trustee Shane Laden’s Dedicated Service and Awarding of Meritorious Stipend

A motion was made to approve Resolution No. 8:

Krahulik/Wolfe
Unanimous

- 3) Motion to Approve Board of Trustees’ Slate of Officers for AY 2017-18

A motion was made to approve to approve Slate of Officers as follows:

Board Chair: Helen G. Ullrich
Vice Chair: Frederick A. Watson
Board Secretary: Donna Benson

Wolfe/Krahulik
Unanimous

- 4) Board Self-Evaluation: Board members completed a survey of self-evaluation and largely the response was positive. A couple items noted for future discussion as follows:

- The Board periodically reviews and evaluates its policies, bylaws, procedures and charters and most felt a good job has been done, with some dissention. Chair Ullrich polled the board as to whether reviewing the bylaws would be important to do. The response was favorable toward this endeavor and Chair Ullrich will assign a chair for a committee to review bylaws.
- Chair Ullrich asked the board members whether they feel the board meetings are conducted in an orderly and efficient manner with a relevant agenda and sufficient background information. All agreed that board meetings are conducted well.
- Chair Ullrich asked if the board adequately engages in appropriate long-range planning. The response was positive.
- Another area reviewed was whether board policies adequately address guidelines for fiscal management that meet audit standards. Trustee Krahulik noted that the policy committee has been discussing development of a procedure manual on a department-by-department basis. The committee will rely on the departments’ internal process to make sure that the procedure works. President Young noted that from the state audit, it was noted that there may need to be a high-level over-arching policy which will empower those departments. Trustee Krahulik noted that in the procedure manual there will be language to state the board will oversee to be sure each department creates the procedures document.
- Chair Ullrich requested that the board ensure that they are aware and familiar with the Facilities Master Plan.
- Chair Ullrich reviewed the favorable comments and major accomplishments.
- Goals for the following year should be: Increasing Enrollment, continuing openness to board diversity, and closely and thoroughly review the housing issue.

VI. BOARD CHAIR COMMENTS:

Chair Ullrich reported the following:

- Thanks to Trustee Watson for filling in for Chair Ullrich at Commencement.
- Thanks to Cabinet members for taking seriously Dr. Young’s request to encourage candidates for Student Trustee. The Student Trustee brings a lot of value to the board and this year a very healthy election was held and there were 3 very good, viable candidates. Congratulations to Cindy Maleike, newly elected Student Trustee for AY 2017-2018.

- Congratulations to Dr. Young, the administration, faculty and staff for graduating over 900 students this year!

VII. COMMITTEE REPORTS:

Academic and Student Services Committee: N/A

Audit and Finance Committee: N/A

VIII. COMMENTS FROM THE PUBLIC: N/A

IX. BOARD DISCUSSION: N/A

X. BOARD ADJOURNMENT: The meeting was adjourned (Krahulik/Watson) at 11 AM.

XI. EXECUTIVE SESSION: An executive session was held, beginning at 11:13 AM for the purpose of discussing two matters: a litigation and the employment of a particular staff member. Trustee Benson later reported that the Executive session ended at 11:40 AM.

Respectfully submitted,

Carol A. Murray
Secretary to the Board

*Wednesday, September 20, 2017
5 PM Board Meeting
Board Room, Tower, 5th Floor
Newburgh Campus*