

**MINUTES OF THE ORANGE COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
TUESDAY, MAY 14, 2013, 4 pm  
Kaplan Hall, Great Room, Newburgh Campus**

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

Absent:

**I. CALL TO ORDER** - Chair Joan Wolfe called the meeting to order at 4 PM.

**II. CONSENT AGENDA**

Chair Wolfe requested a motion to approve the Consent Agenda:

- A. Approval of regular minutes from April 9, 2013
- B. Approval of Petty Cash Reimbursements and Financial Statements for April 2013
- C. Approval of Appointments

**Faculty:**

<u>Name</u>	<u>Discipline</u>	<u>Effective</u>
Kaitlin Reissig	Instructor Year 1, Mathematics Full-time Tenure track	AY 2013-2014
Vincent A. Marasco	Instructor Year 1, Behavioral Sciences Full-time Tenure track	AY 2013-2014
Niccole Schmager	Instructor Year 3, Dental Hygiene <i>Full-time, Temporary</i> (Re-appointment)	AY 2013-2014
Scott Graber	Instructor Year 2, Mathematics <i>Full-time, Temporary</i> (Re-appointment)	AY 2013-2014
Linda Werner	Instructor Year 1, Nursing <i>Full-time, Temporary</i> (Re-appointment)	AY 2013-2014

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

Krahulik/Hunter  
Unanimous

**III. President's Report:**

- A Year-End Events list was distributed with one change to the BBQ event at the home of Bill and Helen Richards, which will take place on Friday, 6/14 (rather than Friday, 6/7).
- Mr. Alan Gerry and two members of his staff visited and toured the Middletown Campus where several years ago, he gave the College a gift for use in the television studio. The College has asked Mr. Gerry's Foundation for a subsequent gift to update and digitize the studio.
- President Richards and Congressman Mahoney discussed an IBM-sponsored project called P-Tech, which is a ninth grade through Associate degree advanced technology program that is very selective. IBM is interested in placing one of these programs at the Newburgh Campus and the College would partner with the Newburgh School district and IBM. IBM assigns a mentor for each

of the students (individually) who are enrolled in the program. At the end of the Associate degree, the students have a guaranteed job with IBM. A meeting will take place in the next couple of weeks to continue discussions.

- The 4-day work week schedule for the College begins on June 1<sup>st</sup> and will continue through the end of July.
- The Board of Trustees' retreat is scheduled for June 6<sup>th</sup> at West Hills Country Club from 8:30 to 11:30 AM with breakfast at 8 AM.
- Student Trustee Brittney Flaherty will continue her education at Embry-Riddle Aeronautical University in Civil Engineering. The Chair of their Engineering Department sent an e-mail to John Wolbeck, SUNY Orange Science Engineering and Architecture Department Chair, noting that Brittney is the only transfer student who has entered the engineering program in the last 30 years who has not had to repeat a course. She is a junior in good standing and they welcome SUNY Orange graduates in the future because of Brittney. Congratulations to Brittney!
- Mr. Gerry has requested a meeting of the Consortium at his corporate office to discuss Sullivan County Community College.
- A brochure, designed by JMZ Architects, was distributed which highlights the energy efficiencies designed into Kaplan Hall and the fact that Kaplan Hall has reached gold-level LEED certification. Kaplan Hall is the only such building in Orange County and the College is very proud.
- Another brochure, noting happenings in the Arts at Newburgh Campus, was distributed.
- On June 29<sup>th</sup>, Middletown will celebrate its 125<sup>th</sup> anniversary and the College will be involved in the ceremony. The Fin-Viz airplane will be placed on a flat-bed truck and will be part of the parade. Trustee Gert Mokotoff will be leading the parade that day and several students and staff will march.
- A flyer noting Summer programs at the Lab School was distributed. This is the first time the Lab school will be open over the summer and this was initiated by Nadine Girardi, Lab School Director. Chair Wolfe noted that the Lab school is focusing on teaching gross and fine motor skills to the children which makes for a great transition and readiness when the children enter school.

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

Governance President Tubbs was in attendance however she requested that Chair Wolfe read her report due to loss of her voice from Laryngitis. The report was read as follows:

- A revised Academic Policy Manual was approved by the College Assembly on April 15<sup>th</sup>.
- At their May 1<sup>st</sup> meeting, Executive Committee approved a procedure for deactivating or discontinuing an academic program. This procedure has been forwarded to VPAA Perfetti & President Richards for review and approval.
- Executive Committee has finalized and approved its first Executive Committee Procedures Manual. It was circulated to the College community for review and feedback prior to approving. The intention is that this document will ensure more consistency of practice with respect to governance procedures as membership of Executive Committee and leadership of governance changes.
- There is major concern among the SUNY Orange faculty & staff about some of the initiatives coming out of SUNY. While their intent may be to better facilitate learning and the academic experience for students, many faculty are doubtful that is what they will do.
- Last Assembly meeting of the AY was held this morning and the Social Committee and HR hosted a college-wide retirement recognition ceremony on campus immediately following the Assembly meeting in the OH Gallery where 10 retirees were honored.
- Executive Committee is holding its retreat on May 16<sup>th</sup> from 1-4 PM.

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

Collaboration between Campuses:

- On April 19<sup>th</sup>, the Senate and BOA organizations from both campuses hosted the Spring Semi-Formal.

- On April 25<sup>th</sup>, the Newburgh campus hosted their BOA/Senate bonding event to continue strengthening the communication and connection between both campuses. The event was very successful and these types of events should continue to be implemented in the years to follow in order to facilitate the development of unity between Middletown and Newburgh.
- Currently, Middletown BOA and Newburgh BOA have different constitutions however that will be changed. Starting next year, one constitution will be made and agreed upon and both organizations will abide by it.

Student Senate:

- Middletown Senate had their elections at the end of last month. Not enough students signed up to participate next fall, therefore Middletown's Senate will be inactive until the end of September after the second round of elections takes place.

Board of Activities (BOA):

- On April 25<sup>th</sup>, BOA hosted the Spring Picnic
- Middletown's BOA has had elections regarding who their officers will be next semester. The officers are as follows:
  - President: Allison Reid
  - Vice President: Sandy Aulet
  - Secretary: Megan Cutone
  - Community Service Chair: Mariella Bellido
  - Promotions Chair: Autumn Clark
  - Athletics Chair: Matt Lange
- On Saturday, May 11<sup>th</sup>, Middletown BOA made their selections for next semester's events and Newburgh BOA will be making their selections later this month.
- Trustee Flaherty congratulated Alex DeLaRosa who was elected as student trustee for AY 2013-2014.

Chair Wolfe inquired as to why there seems to be a lack of interest in students joining the Student Senate and Trustee Flaherty noted that Steve Harpst in Student Activities said that this is not completely uncommon. Much advertising and promotion is being done by the current Student Senate to encourage students to join.

**VI OLD BUSINESS – N/A**

**VII NEW BUSINESS**

***A motion was made*** to approve revised BP 3.6: Tobacco Use in the Workplace

Ullrich/Murphy  
Unanimous

***A motion was made*** to approve Resolution 6: Student Trustee Scholarship

Anthonisen/Hunter  
8 Yes/1 Abstention

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

- Chair Wolfe reported that she recently attended the 2013 Employee Appreciation Awards Ceremony at the College where several employees received recognition awards for years of service and appreciation awards for going above and beyond. Congratulations to all who received awards and especially to Stephen Winter, Professor of Business, for his 50 years of teaching tenure serving the College where he continues to teach!
- Chair Wolfe attended the Employee breakfast for CSEA employees and this was a great opportunity to thank them and serve breakfast to the group.

- Chair Wolfe has attended the ongoing consortium meetings and credits President Richards and the other College presidents and administrators for moving this project along so well. Sue Deer, Vice President for Academic Affairs, at Rockland Community College, presented the Hudson Valley Consortium's model in New York City recently and the group in attendance was very impressed with the work that has been done.

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

### **Academic and Student Services Committee:**

Trustee Murphy gave the following report:

- The Eleanor Roosevelt Leadership program is a joint effort between SUNY Orange, Dutchess County Community College, Rockland Community College and SUNY Ulster with the Eleanor Roosevelt Leadership Center. This leadership program runs for two years and for the first time will be offered in the community college forum. Trustee Murphy has been impressed by this program through the years and with the quality of training given to these young people. The program helps with speaking skills, poise, confidence, and professional business skills making it a very positive experience. If the pilot is successful, it will be expanded to all 64 SUNY campuses.
- Recruitment events were discussed and two Saturday recruitment dates have been added to meet the needs of the community. The most recent event had a 50% increase of perspective students compared to last year. Faculty and staff from Student Services were available, to assist parents and students with understanding the process.
- The Middle States Self-Study is a serious undertaking but it is the most reputable examining body in the country. As difficult as the preparation may be, there can be tremendous growth during a self-study. Dr. Hoy, from Wor-Wic Community College will visit the College in October to meet with constituents at the College, hopefully to include a lunch or similar meeting with the Board of Trustees.
- VP Perfetti discussed fees and tuition and the dilemma of maintaining economic viability for the student body while being realistic about expenses. SUNY Sullivan is planning to reduce tuition by 50% for the summer by offering on-line courses and this is indicative of the economic distress of the country which has community colleges vying for the same students.
- Trustee Murphy commended VP Perfetti and VP Broadie for the work that they have done together to model extraordinary reciprocity and collegiality.

### **Audit and Finance Committee:**

Trustee Krahulik gave the following report:

- The Audit and Finance Committee met again this month and has begun to look at perspective financial statements for three years ahead. These statements show continued decreases in enrollment and an increasing deficit.
- This year, the College will not request any increase in the County's contribution toward tuition. This will result in a deficit of \$202,000 which the College will make up through continued budget cuts to cover the gap.
- Next year, the College would need a \$700,000 contribution from the County, representing a 4% increase over this year, should tuition remain flat. If we are unsuccessful in obtaining an increase from the County, there will be a need to look at further increases in tuition however Administration will continue to resist increases.
- Chair Wolfe noted that Legislator Simmons suggested that one or two trustees attend their meeting in September to discuss the needs of the College. A schedule will be developed and distributed to trustees to sign up for.

**Committee of the Whole:**

**Campus Plantings:**

- President Richards noted that there was an initiative this year to transform the Campus Planting brochure into an electronic document on the website in order to curb the expense of paper brochures. The document is now on the website and the president thanked Mike Albright and his staff for their good work.
- Mike Albright, Communications Officer, gave an update on the Campus Plantings which is a walking tour of the College campus. Mr. Albright reviewed the interactive document on the website and discussed the newest collaboration for an international tree tour by Global Studies and Biology Departments along with Sustainability leaders. There are 13 trees which are non-specific to the United States that have been located on the Middletown Campus. SUNY Orange student, Robert Polhamus, was instrumental in performing research on these trees and a walking tour map was created that is printable. In addition, when clicking on the photo of the tree, there are links to information about the cultural significance of the trees, beneficial uses and biological characteristics.

At 4:45 PM the trustees took a short break and re-adjourned at 4:55 PM for the next presentation.

**Future of SUNY Orange:**

VP Perfetti and VP Broadie gave a very informative presentation on the future of SUNY Orange and trustees were given clickers, a new classroom technology which allows students to answer multiple choice and true/false questions. Trustees answered questions throughout the presentation via clickers.

The following items were discussed:

- Colleges are relying heavily on technology in the classroom today. Nursing uses technology in the Sim Lab when performing labor and delivery simulations. Videos were shown of a birthing room scenario, Anatomy and Physiology (Professor Michelle Paradies), and Customer Service (Professor Steve Winter).
- The traditional student body is changing and the College will seek diverse bodies of students. We can no longer target “just” high school students.
- Programs are being offered throughout Orange County in several off-site locations.
- There is a significant increase in the Hispanic population which is growing throughout New York State but particularly in Orange County and the growth will continue beyond 2020.
- In Admissions, there will be a focus on the new target market and working with community partners.
- Social Media will be taken full advantage of in marketing to perspective students and the new popular Instagram technology will also be used.
- Information will be provided to students virtually so that they can connect from home.
- The focus will be on connecting with students throughout the entire Admissions process and there will be an increase in adult students, career changers, second degree students and Veterans in the future.
- Future SUNY Orange students will also show growth in the following types of students: female, adult, on-line, part-time (which we are already seeing), residential students, Veterans and International students.
- Reverse transfers are seen more often, where students go from 2 years to 4 years then back to 2 year college. SUNY has instituted initiatives, such as the Win/Win Project which allowed SUNY Orange to reach out to students that transferred from SUNY Orange and offer to transfer the student's credits back to SUNY Orange so that they could be awarded their Associates degree. Efforts of this sort will increase completion rates of our students.
- The College will embrace new programming for adult students and Veterans.

- Another growth that has potential is in the area of English as a Second Language (ESL) where the number of registrations from 2010 to 2013 has increased. One area of growth is through the local business and industry which is interested in providing ESL classes to their employees. Revenue generated this year was \$240,702 for ESL courses.
- Another area of potential is with the high school equivalency diploma that has also shown substantial growth from 2010 to 2013. The College has expanded the market and we are partnering with off-campus sites and collaborating with College Admissions to encourage these students to continue on and receive a college degree. In 2010 the revenue was approximately \$63,000 however in 2013 the revenue was approximately \$389,000 which is a substantial increase.
- Developmental Education is necessary for students and there are many initiatives in the state to better prepare students. K through 12 schools have agreed to evaluate what needs to be done to prepare students. At least 59.2% of the Fall 2012 new students placed into at least one developmental course. A number of options have been given to students to help them get through the developmental coursework more quickly. The pressure on community colleges is for students to complete degrees, but the reality is the students are under-prepared academically and socially for college. The community college is seeing this more so than other institutions throughout the country.
- Out of 29 SUNY community colleges, 17 have student housing options. The option of student housing would transform the SUNY Orange campus and one area that would be marketed to is international students. Students who live on campus have higher graduation rates, higher retention rates, they build relationships while they are here and GPAs are higher for on-campus students. Resources in all areas would need to grow with more support for students on campus and administration of the College will change.
- A shift in higher education is a renewed focus on spaces where students are learning in the classroom and beyond the classroom. Changes in space externally and internally will be important as connectivity is a growing demand for students to stay connected with each other.
- The “Completion Agenda” has placed pressure on community colleges to increase the number of students who are completing and earning a certificate or degree prior to entering the workforce. SUNY Orange started a task force in support of our Completion Day activities this year and students signed a pledge to complete their college degrees. A year later, these students will be followed up with to see if they took the pledge seriously.
- Community college student traits lend to inaccurate measures of completion for students who attend part-time, leave and come back to complete their degree or take time off from studies because they are not included in completion data.
- Society will have expectations for the future which will hold institutions accountable for career readiness when students graduate, efficient and effective service, reasonable costs for service and completion of a degree.
- Financial Aid information is distributed to perspective students showing data on graduation and loan default rates so that students can compare institutions. SUNY Orange designations indicate low completion rates because of students who do not complete (or appear to have not completed, because they left and came back). Trustee Ullrich asked about efforts to change criteria to be fairer to community colleges as the comparisons seem to be with 4-year schools. VP Perfetti noted that the definitions are still not clear, but we are required by the federal government to provide the information to our students. Students are being given other information specific to our institution which is helpful.
- The College has plans to build a one-stop center in Middletown, similar to the Newburgh Campus and for a portal which will allow Student Services to send targeted communication to students, transforming how we communicate. Degree works will help with mobility as students can do a degree audit and assess their transcripts if they wish to transfer to another institution.
- The co-curricular transcript is a current project in which students will have a transcript that highlights their extra-curricular activity on campus in addition to their academic transcript. This will assist students when applying for jobs, transferring to other colleges, and applying for scholarships.
- Virtual services will mirror our on-campus services.

- CAPE will be under pressure to change and respond differently to the community. There are growing demands for stackable certificates for industry and for conducting a labor-market analysis that uses real-time data. This will inform the College of jobs available in our region and how continuing education and credit programming can better meet employer needs.
- MOOTs (Massive Open On-line courses) are gaining popularity but are also criticized at times. There is an initiative at the SUNY system level (Open SUNY) which may lead to the SUNY system supporting some MOOTs. They do not carry college-level credit at this point but this initiative encourages student's mobility to take courses where it is convenient for them.
- Reading and Writing Centers will be expanded to better support under-prepared students.
- Cultural affairs and Global Study initiatives will continue moving forward to ensure that students are exposed to diverse opportunities prior to entering the workforce or upon transfer.
- Continuing education will become more tied with the credit programs. One example is Diagnostic Imaging and Nursing who have partnered with CAPE to bring professional certifications to our recent graduates to make them more marketable upon graduation.
- Students want their degree fast, conveniently and on-line so they can seek employment, therefore new pathways to meet workforce needs and needs of the mobile student are necessary.
- The Health professions employment prospects are very favorable for registered nurses, dental hygienists, radiologic technologists, physical therapist assistants, occupational therapist assistants and medical laboratory technicians.
- In Career Services, there will be a strong emphasis on internships for students as positive feedback has been received from students who receive employment in these positions after the internship. In the future, targeted smaller career-fairs and employer panels designed around industries will be held. Evening services will be expanded and with the prospect of student housing in the future, this will be important. Career Services will be "front and center" at the start of the student's college experience and a virtual career center will be developed.

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

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

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

**XIII. BOARD ADJOURNMENT**

At 5:45 PM, a motion was made (Krahulik/Murphy) to adjourn the meeting and gather in the lobby for a retirement celebration for Vice President Newburgh Campus, Mindy Ross. At this time, Chair Wolfe read a Resolution (Resolution #7: Rename the Newburgh Campus CenterArts Gallery as the Mindy Ross Gallery) and presented the resolution to VP Ross. The memo naming the gallery was approved at the April board meeting.

Respectfully submitted,

Carol A. Murray  
Secretary to the Board

**NEXT BOARD MEETING**  
**\*Board Retreat\***  
**Thursday, June 6, 2013**  
**West Hills Country Club, Middletown, NY**  
**8:30 – 11:30 AM**  
**(Breakfast served at 8 AM)**