

**MINUTES OF THE ORANGE COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES' MEETING
Tuesday, May 13, 2014
Board Room, Tower Building
Newburgh Campus**

Present: Chair Joan Wolfe, Vice Chair H. Ullrich, Secretary M. Murphy, F. Watson, A. De La Rosa,
R. Krahulik, D. Benson, G. Mokotoff
Absent: T. Hunter

I. CALL TO ORDER – Chair Wolfe called the meeting to order at 5:00 PM.

II. CONSENT AGENDA

Chair Wolfe requested a motion to approve the Consent Agenda:

- A. Approval of regular minutes from April 15, 2014
- B. Approval of Petty Cash Reimbursements and Financial Statements for April 2014

A motion was made to accept consent agenda for approval.

Murphy/Krahulik
Unanimous

III. PRESIDENT'S REPORT:

- The ECCEL (Eleanor Roosevelt Community College Emerging Leaders) program, which VP Broadie led for our college, and which includes 4 other colleges, has been successful. Students have participated in many activities throughout the year and there will be a luncheon in New Paltz this June at which time the students will give their presentations.
- VP Paul Broadie has completed his PhD at Colorado State University and a cake was provided to celebrate his success!
- A summary of the documents that will be sent back to the Middle States commission will be forwarded to trustees soon. Our response to Dr. Hoy's draft report was sent to him and after receiving Dr. Hoy's final report, the College we now send our institutional response and objection to Standard 14 findings.
- A list of upcoming Spring events was distributed.
- The Start-up New York application is going well and should be submitted to SUNY and the governor's office by mid-June, with approval by early July. It is a very solid proposal and areas of business will be bio-medical devices (hardware/software), IT applications, and hardware/software associated with advanced manufacturing processes. Approximately 40 e-mails and phone calls have already been received from people interested in joining the Start-up New York Center in Newburgh which will be a tax-free zone. Screening will start in late summer or September. Six other start-up New York applications have been approved in the SUNY system and this will be a great boom for the City of Newburgh and for the College.
- A survey of all students in the Port Jervis areas will be done as we arranged for a shuttle service for Port Jervis students to the Middletown Campus. The shuttle is owned by the Orange County Department of Social Services and since their ridership was low, students were offered use of the shuttle. Students used the shuttle in the fall semester and the survey on usage and suggestions for increasing usage will be sent to the legislature once complete.
- Commencement this year will be held on Thursday, May 22, 2014 at 5 PM on the Alumni Green, however if it should rain the ceremony will be held in the Physical Education building.

IV. REPORT OF THE COLLEGE GOVERNANCE SYSTEM – Michelle Tubbs

- With a renewed focus on planning & coordinating smaller scale social/community building events, the Social Committee hosted the first event this past Saturday. A group of about 25-30 faculty, staff & family members gathered at Benmarl Winery in Marlboro for a vineyard and winery tour, as well as a wine-tasting accompanied by a fruit, cheese & cracker spread. A great time was had by all that attended.
- Executive Committee member, Josh Lavorgna, and Academic Policy Committee member, Janet Stonick, attended the SUNY Voices conference on “Shared Governance for Institutions of Higher Education in the 21st Century” which was held in Albany April 23 and 24, 2014. They shared what they learned with Executive Committee at the meeting on May 7th. Both Josh and Jan reported that they learned a lot from attending and came away with a few ideas that Executive Committee may explore to help strengthen shared governance at SUNY Orange.
- The Academic Policy Committee will be presenting a revised Academic Policy 8, which pertains to academic achievement recognitions at graduation, for approval to the Assembly on Thursday. This revised policy suggests a change in the name of the award given to students who earn a perfect 4.0 CQPA upon graduation, and Latin designations will be used to recognize academic achievement upon graduation.
- The task force convened at the beginning of the AY to work on the review and revision to the Governance Constitution & By-Laws met regularly and worked continuously throughout the AY. The depth of the project proved to be more than anticipated, and although Executive Committee was hoping to start and finish the project this AY, the task force is expected to have a revised Constitution & By-Laws for the Assembly to consider in the Fall 2014 semester.
- The Assembly meeting on Thursday will be the last Assembly meeting of the AY. It will take place just before the events of the College’s first annual Employee Recognition Day.
- Executive Committee will have their retreat on May 21st between 12:00-3:00 PM to wrap up the year.

V. REPORT OF THE STUDENT TRUSTEE – Alex De La Rosa

Prior to giving his report, Student Trustee De La Rosa introduced Alisson Reid, the new student trustee for AY 2014-2015. Allison is an education major and current president of the Board of Activities at the Middletown Campus.

- *Collaboration between Campuses:*
Middletown and Newburgh Student Senates have established common threads and ideas to create a more centralized and cohesive constitution. The two entities will continue to have different constitutions but with these common threads they will be able to synchronize more in the future.
- *Student Senate:*
Senate elections were held in April and the results are as follows:
 - Middletown Senate- Mike DeRubeis, Allison Reid, Daniel Kennelty, Shane Laden, Irina Negru and Moriah Brock
 - Newburgh Senate- Angelica Scialpi, Selena Balbuena, Teuta Ramusevic, Matthew Romano, Victoria Scialpi and Gema Amador-Garcia
 - Student Trustee- Allison Reed
- Both Senates are working on ideas to improve library and gymnasium services. Both Senates been contacted by students concerned about the hours of operation for both of the services.
- Newburgh had their annual Graduation Ceremony on Friday, May 9th. This event honors students who have completed a majority of their course work on the Newburgh Campus. The event was well attended, received positive feedback and was an overall success.

- Newburgh Senate continues to receive feedback from students about the food services on campus.
- Middletown Student Senate has approved the purchase of a colt statue made from 100% recycled aluminum with a bronze finish as the class gift for 2014.
- *Board of Activities (BOA):*
Newburgh BOA participated in the annual Newburgh Community Clean Up on April 26th. Partnering with community members and organizations they were able to restore cleanliness to many areas of the city in need.
- Middletown BOA raised \$400 for the National Heart Association.
- Both Boards held the annual Club Adviser Recognition Night on April 25th. The purpose of the event is to show appreciation to all the advisers for their hard work and dedication.

VI OLD BUSINESS: N/A

VII NEW BUSINESS:

Resolution No. 30: Nomination for ACCT Faculty Member Award: Dr. Melody Festa

A motion was made to approve Resolution No. 30

Ullrich/De La Rosa
Unanimous

Resolution No. 31: Student Trustee Scholarship Award - Student Trustee Alex De La Rosa

A motion was made to approve Resolution No. 31

Ullrich/Benson
Unanimous

Chair Wolfe thanked Student Trustee De La Rosa for his service to the Board of Trustees noting that he has been an exemplary student trustee. Student Trustee De La Rosa has gone above and beyond, representing the board of trustees well. He has been accepted into the International Studies program at American University in Washington, D.C. and the trustees wished him well.

Resolution No. 32: Nomination for ACCT Trustee Leadership Award – Chair Joan Wolfe

A motion was made to approve Resolution No. 30

Vice-Chair Ullrich read the resolution nominating Chair Wolfe for the ACCT Trustee Leadership Award.

A motion was made to approve Resolution No. 32

Murphy/Mokotoff
Unanimous

Chair Wolfe noted that she is humbled and honored to be nominated for this award and she enjoys her association with the College.

VIII. BOARD CHAIR COMMENTS

- Chair Wolfe asked that the trustees consider changing the board meeting date to possibly the 3rd Tuesday of the month at 5 PM. A couple of the trustees are on other long standing committees and have trouble getting to the SUNY Orange meetings on the 2nd Tuesday. This will be discussed at the retreat.
- Chair Wolfe asked trustees to also consider moving the Committee of the Whole discussion to before the regular meeting so that the information prepared can be heard by everyone, as some people have needed to leave the meeting early.
- The Board Self-Evaluation is done every two years and it will be done this year. A survey form of the evaluation will be forwarded to all trustees with a link to complete the survey. The results will be discussed in Executive Session at the board retreat in June.
- Chair Wolfe thanked the board for the wonderful turn-out at the legislative breakfast which was well-attended by county representatives also. President Richards gave a very informative presentation on the College.
- Trustee O'Donnell forwarded his resignation from the board of trustees now that his term is up. He is moving to Coty, Wyoming and the board wishes him the best of luck.
- Chair Wolfe read a note from Mrs. Judith Lahey thanking the Board for the honor of naming the Newburgh Campus library for her husband Bill Lahey, who was very active with the Newburgh Campus at its onset. A dedication ceremony will be held at Kaplan Hall Library on Wednesday, May 28 at 10:30 AM.
- A letter from Chair Wolfe regarding the trustee scholarship was at board places for review.
- The NYCCT Institute will be held September 18th through September 21st. The orientation for new trustees will be held on September 18th and 19th. Chair Wolfe asked trustees to consider whether they would like to attend.

IX. COMMITTEE REPORTS AND/OR RECOMMENDATIONS

Academic and Student Services:

Trustee Murphy reported the following:

- VP Broadie and VP Perfetti gave a presentation to the Foundation Board with a list of immediate needs and visions. Some of these are for facilities, equipment, scholarships, college-wide initiatives and professional development. The Foundation Board has asked the VPs to prioritize and this is in process.
 - The Foundation currently provides scholarships for developmental needs students, for \$75 each, which is given to 100 students.
 - TD Bank continues to support books and transportation for at-need students.
 - Ranking will be discussed again, with items prioritized.
- Commencement will be available via web-cast for anyone who cannot be there. There are approximately 399 students attending graduation and our Student Trustee, Alex De La Rosa is the student speaker. Professor Shelly Paradies will be the faculty speaker and Professor Flo Hannes will give the invocation. This year, students will process and sit with their academic divisions.
- The Title 3 program is progressing and the One-Stop Center for Students, which was initiated in the spring has been seeing 200 students per day. This has become a viable and excellent experience for students/parents.
- The Degree Works advising tool, presented to trustees at the last meeting, has also been very successful.
- VP Smith was able to acquire matching funds for the renovation of the Shepard Building.
- The SUNY Seamless Transfer initiative was discussed and academic programs that cannot incorporate and maintain the 64-credit maximum have been offered waivers. The original deadline was May 1st but that date has been pushed forward, due to the many colleges that are in need of waivers. Medical fields such as Nursing, OTA, and PTA are finding it difficult to keep to the 64 credit

minimum. The curriculum committee will need to review each of the requests and examine the course requirements. Engineering Schools got together and agreed on a curriculum and a state-wide Engineering waiver was approved.

- A new Public Health program will be offered for students interested in the medical field, but not in face-to-face patient care. Many other allied health positions are available today. The consortium colleges, with will offer the program however Ulster Community College will not participate in this particular program.
- The new Media Program was approved by the curriculum committee and it includes innovative technologies such as digital media, video and web design.
- Rockland Community College will now be the home school for the Emergency Management program and academic instruction will be at RCC.

Trustee Kraulik noted that he attended the SUNY Orange College Night on April 27th which had great attendance by potential students. He suggested that SUNY Orange could do a better job recruiting at that event. Requiring students to register and possibly offering campus tours would be a great marketing tool in targeting potential students.

Audit and Finance Committee:

Trustee Kraulik reported the following:

- Contract service has gone up quite a bit, but the College has been able to offset that expense with retirements and the ability to not fill vacancies.
- There has been no need to dip into the surplus reserve for this academic year. Trustee Ullrich asked whether they committee has discussed how to rebuild the reserve fund. Trustee Kraulik noted that the County may not be in as much financial difficulty as first indicated, so the College is hopeful that the County will not cut their contribution this year. There is also the possibility of future tuition increases and student housing would be an opportunity to increase enrollment. These are all ideas being discussed by the College.

Governance and Nominating Committee:

Chair Wolfe noted that Trustee Hunter will schedule a meeting in June and because Steve O'Donnell is no longer with the board, she has included Trustee Watson and Trustee Benson on this committee.

President's Review and Compensation Committee:

Trustee Ullrich will schedule a meeting in June and Trustee Watson is now on that committee also.

Committee of the Whole:

Update on the CT

Dena Whipple, Director of the Center for Teaching and Learning

Ms. Whipple gave an informative presentation on the Center for Teaching and Learning with some highlights as follows:

- Some of the initiatives that the CTL has been involved in:
 - A streaming server is now being used by faculty and they can upload content which can be kept private or shared.

- Member of “Magna Commons” subscription service of webinars which are academic focused.
- SUNY Orange is a member of NASAD (National Institute for Staff and Organizational Development.)
- Faculty IPAD program has provided 17 IPADs to faculty and they have purchased IPADs after short pilot program. Additional IPADs are then purchased through a buy-out option each year.
- A graduate course (through NYSED) has been offered for campus professional development, which also assists faculty with their PRT (Promotion, Retention and Tenure process.) This is a great resource for faculty.
- Some of the topics for workshop and training events such as:
 - Degree Works
 - Angel Training
 - Flipping the Classroom
 - Classroom Management
 - Assessment
 - Teaching and Learning for Development Students
- A shared professional development program has been offered through the Hudson Valley Consortium schools. A session on teaching and learning was held this past year on teaching and learning and this will continue at least once per semester. Different colleges will host throughout the semester.
- A multi-media specialist, Colin Duryea, has been hired and through his many talents, the CTL is now able to offer such items as Green Screen technology.
- Participation in CTL events has doubled this year.
- The CTL supports both faculty and staff providing opportunities such as:
 - Pedagogical best practices
 - Technology training to enhance course goals and objectives
 - Innovative teaching methods/technologies to meet diverse learning styles of students
 - Providing professional development resources
- The Goals of the CTL align with College Strategic Priorities, Academic Master Plan, Student Services initiatives and Instructional Technology priorities. Some of these are:
 - Incorporate emerging instructional technology and training needs for higher education to support the College’s academic programs
 - Maintain currency of training programs and curriculum to align with student needs
 - Foster collaboration and partnerships
 - Showcase faculty innovation and creativity
 - Provide adjuncts and new faculty mentoring and support
 - Offer training opportunities in variety of formats to maximize participation.
- The CTL will be moving into the RCSE and the group is very excited about new projects that will be accomplished in the RCSE. Training will be held on all of the new technology that will be going into the new building.

President Richards commended Ms. Whipple’s leadership and highly collaborative working style with faculty and staff, for the tremendous growth in activity at the CTL this past year.

**Update on Distance Learning
Maureen Larsen, Director of Academic Technology**

Ms. Larsen gave an informative and interactive presentation on Distance Learning with some highlights as follows:

- Online learning is growing at a reasonable rate and we have a rigorous training program for our faculty. The faculty who teach online must attend five or six sessions before they are ready to teach online.
- There are approximately 60 fully online courses each semester.

- Hybrid courses are also used whereby some of the material is on-line and other times, students will be on campus.
- Almost every course taught at SUNY Orange has an on-line component and these are accomplished through a learning management system. This is a platform that allows faculty to create a course, enroll students on- line, allow them to access documents, assess students, and have virtual discussions and virtual classes on line. SUNY Orange currently uses the Angel platform.
- Having students submit documents on-line assists with our Sustainability efforts.
- A synchronous virtual classroom can also be set up, so that all students are logged on at the same time. The instructor can interact with the class, take them to websites online, and have discussions. The session can be recorded so that when students cannot make it, they can view it later.
- SUNY Orange will migrate to blackboard learning, along with other SUNY schools, and it will have many of the Angel components. Planning and discussions start next fall and the College will be fully migrated by May 2016. Pilot projects will be done next spring.

X. COMMENTS FROM THE PUBLIC:

- President Richards discussed the Collaborative Governing Initiative which will be held on May 31st at Kaplan Hall in the Great Room. This involves all Orange County Legislators and staff from the County Executive's office. The training facilitators, the New York State Dispute Resolution Association, generously invited a group of students to attend and go through the same curriculum. SUNY Orange is pleased to host this pilot project which the state intends to take to other counties in New York.
- The theme for Global Initiative this year is "water" and President Richards distributed the flyer done by student, Katherine Lindstrom, a gifted artist in our Visual Communications program.

XI. BOARD DISCUSSION: N/A

XII. EXECUTIVE SESSION: Executive Session held to discuss personnel issues

XIII. BOARD ADJOURNMENT: At 6:15 PM a motion was made (Ullrich/Krahulik) to enter into an Executive Session for the purpose of discussing personnel issues.

Respectfully submitted,

Carol A. Murray
Secretary to the Board

***NEXT BOARD MEETING: BOARD RETREAT
Tuesday, June 10, 2014
West Hills Country Club
Middletown, NY***