

**MINUTES OF THE ORANGE COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES' MEETING
Wednesday, May 20, 2015
Music Room, Morrison Hall, Middletown Campus**

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

Absent: T. Hunter

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

II. CONSENT AGENDA

Chair Ullrich requested a motion to approve the Consent Agenda:

- A. Approval of regular minutes from April 15, 2015
- B. Approval of Executive Committee Minutes of April 15, 2015
- C. Approval of Petty Cash Reimbursements and Financial Statements for April 2015
- D. Approval of Curriculum Changes:
 - 1. Medical Laboratory Technician – Remove 2 free electives from the program sequence to bring total credits to 64
 - 2. Nursing – Removal of social science elective and physical education credits from the curriculum of all programs. Change one 3 credit general elective to liberal arts elective

A motion was made to accept consent agenda for approval.

Krahulik/Wolfe
Unanimous

III. PRESIDENT'S REPORT (President Richards):

- Sadly, the College will award a post-humous degree to the family of Christina Kolb at Commencement.
- The virus issue, "Crystal Blocker", is still under investigation. The College's IT Department has done good work to isolate the incident and they continue to monitor and work with ITEC and the FBI.
- The Vacancy Announcement for the CIO will be released shortly and a search committee of College staff and ITEC staff will work together on the interviewing process. The partnership between the College and ITEC will advance the College tremendously.
- Jennifer Mericki's interim leadership at the Lab School is commendable but she plans to go back to the classroom and the end of June. A Senior Director will be appointed in the near future.
- Chancellor's Awards have been awarded to Christine Work for Excellence in Professional Service and to Meg Atwood for Excellence in Teaching. The College is very proud of these individuals' good work and they were recognized and awarded medals at the College's Recognition Ceremony on May 14th.

IV. REPORT OF THE COLLEGE GOVERNANCE SYSTEM – Michelle Tubbs

- At their April 20th meeting, the Assembly unanimously voted to approve a comprehensively revised Governance Constitution & By-Laws. While the amendment process of this document does not require the approval of the Board of Trustees, once final formatting has been completed, this document will be sent to Chair Ullrich who is welcome to share it with her fellow Board members for your information and reference.
- The Executive Committee on Governance sent a recommendation to President Richards and VPAA Stacey Moegenburg on behalf of the Curriculum Committee recommending that a clearly defined procedure be created for changes to the placement tests used in Reading, Writing, and Mathematics.

- The Executive Committee on Governance sent a recommendation to President Richards on behalf of the Sustainability Committee with a proposed “Sustainability Master Plan 2015”. This document will replace the inaugural Sustainability Master Plan that was written and approved in 2009 and will serve as the college’s sustainability guide for the next 4-5 years. President Richards accepted the document as it was written and proposed.
- As was reported last month, the Campus Safety & Security Committee has completed an assessment of the newly adopted campus tobacco use policy. This assessment report will be shared with the Board at a later date. While this report is not suggesting any change to the policy as it is written at this point, it highly recommends the stronger enforcement of the new tobacco use policy. This stronger enforcement was a discussion item at a recent meeting the Governance President and VP had with President Richards.
- The Executive Committee of Governance has approved additional revisions to the membership and charge of the Assessment Advisory Committee. Revisions to this committee’s membership were made at the beginning of this AY and approved only for the 14-15 AY with the understanding that they would be assessed by the committee in the spring to see if further revisions should be made or if this membership was best for the future work of the committee. The recently approved revisions to the membership and charge of this committee are a result of the committee shifting its focus more towards academic assessment, as well as the determination of the role it would play in the practices that were refined and created this year to improve our assessment of student learning as the college responded to the warning for MS Standard 14.
- Tom Giorgianni has stepped down as FCCC (Faculty Council of Community Colleges) Delegate. He has served in this capacity for the last 4½ years, and prior to that served as FCCC Alternate Delegate. There is one year remaining on Tom’s three-year term as FCCC Delegate. Diane Bliss, current FCCC Alternate Delegate, will move into this position and serve as FCCC Delegate for the 15-16 AY. In the early Fall, Executive Committee will solicit nominees and the Assembly will elect a new FCCC Alternate Delegate to finish the last year of Diane’s term.
- Developmental Education Committee Chair, Laura (Terree) Angerame, will be attending the SUNY Voices Campus Governance Leaders Leadership Institute June 4th-5th at the Desmond Hotel and Conference Center in Albany. Governance President Michelle Tubbs will be participating in a session on the SUNY Shared Governance Award where she will speak to the aspects of shared governance at SUNY Orange that made the College deserving of the award.
- During the College’s Employee Recognition Day last Thursday, Governance President Michelle Tubbs, on behalf of the college community, presented President Richards with a tree & plaque as well as a \$600+ donation to the William & Helen Richards Scholarship Fund. These gifts were made possible by the generous contributions of the faculty & staff from across the campus.

V. REPORT OF THE STUDENT TRUSTEE (April & May 2015) – Allison Reid

Trustee Report: April & May 2015

- Middletown/Newburgh:
 - For Commencement:
 - Student Speaker: Moriah Brock
 - Student Marshall : Allison Reid
 - For Convocation:
 - Student Speaker: Teuta Ramusevic
 - New Student Trustee: Michael DeRubeis
 - Mike is the current Treasurer for the Middletown Student Senate and the current Middletown Board of Activities President.

Mike has been involved with the Business Club and many other organizations here on campus.

- Student Senate
 - The Student Senate 2015 class gift is five framed historic timelines showing all the branches of military.
 - The Student Senate and The Middletown Board of Activities are in the process of working with The Morrison Lab School and Newburgh Lab School to provide backpacks and money for books for each child.
 - A donation was given by the Senate for Presidents Scholarship.
- Board of Activities (BOA)
 - The Middletown Board of Activities raised \$150 for Autism in April from a bake sale.
 - April 30th Middletown B.O.A. had their annual spring picnic featuring laser tag. There was a great turn out with over 800 students attending.
 - May 5th Newburgh B.O.A. held their Stress Free Zone before finals.

VI. OLD BUSINESS: N/A

VII. NEW BUSINESS:

A motion was made to approve Resolution No. 12: Resolution to Present Trustee Scholarship to Allison Reid

Wolfe/Murphy
Unanimous

A motion was made to approve Resolution No. 13: to Name Morrison Hall Emeriti Room the Dr. William Richards Round Room

Benson/Krahulik
Unanimous

VIII. BOARD CHAIR COMMENTS:

- Reminder: Commencement tomorrow (May 21) and Trustee Lewin will not attend
- Reminder: June 30, 4 PM dinner with Dr. Young at Old Erie Brew Pub. Please forward any thoughts for the agenda to Chair Ullrich
- End of Year Events are in board packets
- Since the last meeting in April 2015, Chair Ullrich has done the following:
 - April 23rd – Attended opening reception for the Devitt Garden
 - Attended 2 planning meetings with Trustee Wolfe for the June 4 farewell reception for Dr. Richards
 - Worked with AVP Russell Hammond on Diversity Inclusion Initiative
 - May 6th – Attended SUNY Trustees meeting in Albany with Dr. Young
 - May 7th – Held press conference to announce Dr. Young's appointment
 - Worked on Diversity Program with AVP Hammond and Consultant
 - May 18th – Attended Foundation Board meeting
- Russell Hammond and Brenda Harburger worked together on a the recent marketing piece centerfold for Orange Magazine and did a great job

IX. COMMITTEE REPORTS:

Academic Programs and Services Committee: Trustee Murphy deferred to VPs Moegenburg and Brusati as she could not attend the last meeting.

The following was noted by VP Moegenburg and Brusati:

- Veterans Program updates and plans for the future were discussed
- SUNY Seamless Transfer – The College is working diligently to complete the initiative and completion is at approximately 65%

Audit and Finance Committee:

Trustee Krahulik noted the following:

- Financial reports indicate that enrollment continues to decline, as does revenue but the College is maintaining stability
- Administration continues to do a good job balancing the budget with personnel services and salaries being the largest area of savings
- The College continues to improve efforts in marketing and advertising. Trustees requested that a brief marketing presentation be done at the June retreat
- A list of the College's financial priorities for 2015/2016 is attached as Exhibit 1

X. COMMENTS FROM THE PUBLIC: N/A

XI. BOARD DISCUSSION: N/A

XII. BOARD ADJOURNMENT: At 5:35 PM a motion was made (Wolfe/Krahulik) to end the regular board meeting and Committee of the Whole presentation commenced.

Committee of the Whole Presentation:

Diversity and Inclusion Initiative:
Board Chair Ullrich & AVP Russell Hammond

A comprehensive presentation was given and discussion ensued regarding diversity efforts at the College and on the Foundation Board. The presentation is attached as Exhibit 2

XIII. EXECUTIVE SESSION: N/A

Respectfully submitted,

Carol A. Murray
Secretary to the Board

NEXT BOARD MEETING/RETREAT:

***Thursday, June 4, 2015
West Hills Country Club
Middletown, NY***

***8 AM Breakfast
Meeting 8:30 AM – 11 AM***

Exhibit 1:

2015-2016

College Financial Priorities

Solution

- | | |
|---|--|
| 1. Fund 2015-2016 budget deficit of \$546,250 | Meeting with County Executive Steve Neuhaus |
| 2. <u>IT CIO and needed IT improvements</u> | Security, software and system upgrades and computer replacement plan |
| 3. <u>Student Services</u>

Veterans Counselor | Prefer full-time/temp solution part-time (29 hours) |
| 4. <u>Administration – New truck</u> | One Ton Pick-up Truck \$47,000 or
¾ ton pick-up truck with plow \$40,000
Buy one and make payments over 5 years |
| 5. <u>Academics</u>

FT Instructional Designer
Bridges Program | May not be needed until next spring or summer
\$250,000 keep expenses within state one-time allocation |
| 6. <u>Four laptops for new VPs and President</u> | Capital equipment budget \$5,000 |
| 7. <u>Additional Furniture/Equipment</u>

Renovated Space:
A/P Labs BT and Harriman
Hudson Hall Furniture & Classroom Equipment
Math Lab Furniture and Equipment
IT Dept. Furniture
Education Dept Furniture | Renovated space money if available
Renovated space money if available
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Renovated space money if available |
| 8. <u>Fund CSEA Salary Increase</u> | Possible request to County

Use of Capital Cost Chargeback Funds for 50% of
Equipment
Requires County approval |

Exhibit 2: Diversity and Inclusion Initiative: Origin, Process, Lessons Learned and Moving Forward*

Helen G. Ullrich, Esq.
Dr. Russell Hammond

*Included as a separate attachment