

**MINUTES OF THE ORANGE COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES' MEETING  
Wednesday, May 18, 2016  
Great Room, Kaplan Hall, Newburgh Campus**

Present: Chair H. Ullrich, R. Krahulik, J. Wolfe, M. Murphy, F. Watson, T. Hunter

Absent: G. Mokotoff, D. Benson

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

Chair Ullrich welcomed special guest, MaryLou Dillon, Board Chair from Rockland County Community College, who was visiting to observe how SUNY Orange board meetings flow.

**II. CONSENT AGENDA**

Chair Ullrich requested a motion to approve the Consent Agenda:

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

**Faculty:**

| <u>Name</u>      | <u>Title</u>  | <u>Effective</u> |
|------------------|---|------------------|
| Elizabeth Carris | Instructor<br>Full-time, Tenure Track<br>Mathematics Department | AY 2016-2017     |
| Nicole Rushing   | Instructor<br>Full-time, Tenure Track<br>Diagnostic Imaging     | AY 2016-2017     |

**Staff/Chair:**

| <u>Name</u>    | <u>Title</u>   | <u>Effective</u> |
|----------------|--|------------------|
| David Peterson | Mathematics Resource Coordinator<br>Mathematics Department | May 2, 2016      |

**Management Confidential:**

| <u>Name</u>   | <u>Title</u>                       | <u>Effective</u>                                   |
|---------------|------------------------------------|--|
| Erika Hackman | Vice President of Academic Affairs | June 27, 2016<br>(Pro-rated to<br>August 31, 2016) |
|               |                                    | Krahulik/Watson<br>Unanimous                       |

### III. PRESIDENT’S REPORT – Dr. Kristine Young

- President Young expressed her delight in the many events at the College that culminate the Academic Year, reminding all that Commencement will be held on Thursday, May 19<sup>th</sup>. She has enjoyed attending honor events, convocation and pinning ceremonies and seeing students who are very appreciative of the College and celebrating their own success.
- Erika Hackman will join the College as Vice President for Academic Affairs officially at the end of June.
- Dan Hall will join the College as Vice President for Administration and Finance in late July.
- New federal regulations have been announced regarding Overtime for Exempt employees making a salary of \$47,476 or less, requiring that they be treated as hourly employees. The Human Resources Department is monitoring the legislation which will affect approximately 60-100 employees primarily in the Staff and Chair Association. The legislation will be effective beginning in December of 2016 and information will be shared as it becomes available. AACC has scheduled a webinar for discussion and professional development to assist presidents in determining options.
  - Chair Ullrich requested that the board receive an overview of the new legislation as it becomes clear who will be affected and how many employees.
- Summer enrollment looks promising at this time with the hope that it will remain. President Young thanked VP Cazzetta and his staff for the many new marketing initiatives, particularly using Social Media to promote summer courses. Results were gathered noting the many hits on Face book and Instagram which indicated a positive increase in views. A two-prong approach was used, with social media and also traditional postcard mailing to Orange County homes. More students are already enrolled in Distance learning courses than all of last summer. President Young also thanked VP Brusati and staff for their great efforts.
- Fall Enrollment is at 18 – 19% down versus 2015, but it is early in the process. On May 30<sup>th</sup>, new and transfer students will begin to register and students will be tracked into the appropriate pipe line.
- The 2016-2017 Budget will be presented at the Board Meeting and Retreat on June 7, 2016.

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

- Executive Committee recently approved and forwarded to President Young a recommendation from the College Safety & Security Committee regarding campus infestations. The recommendation communicated the committee’s concerns regarding the response to last fall’s infestation, particularly the way in which information was shared with affected students, staff and faculty and requested that the college formulate a clear and detailed protocol for addressing any type of infestation whenever and wherever it may occur at SUNY Orange.
- At the request of President Young, to have governance vet a curatorial statement policy, Executive Committee has appointed a task force to review a policy that has been drafted by a faculty member with expertise in this area. This group includes members from the Cultural Affairs Advisory Board, the Arts & Communication Dept., Executive Committee & the general college community. The task force has begun its work and expects to be finished by the end of May.
- Over the last few years, committees have been experiencing increased difficulty with their student reps making the expected commitment to the committee they volunteered to serve. At the invitation of Executive Committee, Interim VP of Student Services Gerianne Brusati and Center for Student Involvement Director Steve Harpst attended part of Executive Committee’s retreat to discuss this challenge. The group brainstormed and discussed recruitment of student reps, governance leadership having more interaction with student reps during recruitment, and stronger communication of the importance of their service..
- Sustainability Committee Chair, Bill Polakowski and Governance VP, Shelly Paradies will be attending the SUNY Voices Campus Governance Leaders Leadership Institute May 22nd-23rd at the Desmond Hotel and Conference Center in Albany. Shelly Paradies will be serving on the panel discussion focused on “How to Really Share Governance”.

- Executive Committee held its retreat today to reflect on its work and accomplishments for this Academic year and identify its priorities and goals for the 16-17 Academic Year. Incoming Governance President, Paul Basinski, as well as two new faculty & staff members of EC, joined us.
- Ms. Tubbs thanked the board for its continued interest, support and respect for shared governance. The regular inclusion of the Governance President as the faculty and staff representative and voice to the Board is truly an important component in the College's shared governance structure and function at the college.
- Ms. Tubbs expressed her pleasure at engaging and working with all board members in different capacities the last 4½ years.

**V. REPORT OF THE STUDENT TRUSTEE – N/A**

**VI. OLD BUSINESS:**

- Trustee Watson inquired as to whether the board had sent a letter of thanks to the legislature regarding their support of the IT Infrastructure upgrade. Chair Ullrich noted and indicated a letter would be forwarded to the legislature.

**VII. NEW BUSINESS: N/A**

**VIII. BOARD CHAIR COMMENTS:**

- Chair Ullrich welcomed Foundation Board members Derrik Wynkoop and Paula Osenni.
- Chair Ullrich noted that with the new VPAA and VPAF starting soon, she wished to express great appreciation to both VP Moegenburg and VP Hamburg (not in attendance) for the wonderful work they have done over the last year at the College.
- Those trustees who are attending the AACCC conference in October were given a memo noting that Liberty Travel will assist them with airline reservations and the president's office will register them and make hotel reservations.
- The recent student scholarship promotion of matching gifts was very successful with \$115,000 in gifts received, totaling \$233,000 with the match.
- The College is nearing completion of accepting a very generous gift bequeathed to the College to be utilized in the area of Floriculture programming. Chair Ullrich noted that it is because of the quality of the Foundation's work, stewardship of funds, and great tracking record that we are given these opportunities. She thanked the Foundation board for all of their great work!
- A task force is in the process of formalizing the relationship between the College and the Foundation Board in the form of an M.O.U and it will be presented to the board of trustees when ready.

**IX. COMMITTEE REPORTS:**

**Audit and Finance Committee:**

Trustee Krahulik reported that the Audit and Finance Committee did not meet prior to the meeting however the board reports indicate that revenue is only 86.9% of what was budgeted. When tracking against the same expenditures last year, this is not good. He did note that Administration has done a great job keeping expenses in check.

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

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

At this point, Chair Ullrich moved the Committee of the Whole presentation up noting that board would enter into Executive Session after the Committee of the Whole presentation.

**Trio Presentation**

**Madeline Torres-Diaz, AVP for Student Engagement and Completion**

A comprehensive update on the TRIO program was presented by Madeline Torres-Diaz, AVP for Student Engagement and Completion. Ms. Torres-Diaz noted that the TRIO grant awarded to the College is for \$1.1 Million dollars over a 5-year period and available to accepted students only. It is a federally funded grant program to increase college retention and graduation rates of eligible students. In addition, the grant is designed to increase the transfer rate of eligible students from two-year to four-year institutions, foster an institutional climate supportive of the success of disadvantaged students and improve the financial and economic literacy of students in various areas. The presentation is attached as Addendum #1 to these minutes.

Chair Ullrich requested that an update be given on the EOP program at the board retreat in June.

**XII. BOARD ADJOURNMENT:** At 5:25 PM, motion was made to adjourn (Krahulik/Hunter) the board meeting and enter into Executive Session to discuss ongoing litigation.

**XIII. EXECUTIVE SESSION**

Respectfully submitted,

Carol A. Murray  
Secretary to the Board

***NEXT BOARD MEETING  
Board Retreat***

*Tuesday, June 7, 2016*

*West Hills Country Club  
Middletown, NY*

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