

**MINUTES OF THE ORANGE COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES' MEETING & RETREAT
Wednesday, May 23, 2018, 8 AM
West Hills Country Club
Middletown, NY**

Present: H. Ullrich, F. Watson, J. Wolfe, T. Hunter, B. Krahulik, G. Mokotoff, C. Maleike

Absent: M. Murphy

I. CALL TO ORDER – Chair Ullrich called the meeting to order at 8:30 AM

Chair Ullrich noted that the following documents were at board places:

- Board Meeting Schedule for AY 2018-2019
- Auditor's Budget Report
- Curriculum Changes AY 2017-2018
- Youth Summer Enrichment Program flyer

II. CONSENT AGENDA

Chair Ullrich requested a motion to approve the Consent Agenda:

- A. Approval of regular minutes from April 18, 2018
- B. Approval of Financial statements for April 2018
- C. Approval of Promotions for AY 2017-2018:

<u>Faculty</u>	<u>Discipline</u>	<u>Present Rank</u>	<u>Approved Rank</u>
Meg Atwood	Dental Hygiene	Associate Professor	Full Professor
Edward Leonard	Physical Therapy Asst.	Assistant Professor	Associate Professor
Amanda Crowell	English	Assistant Professor	Associate Professor
Alexandra Kay	English	Assistant Professor	Associate Professor
Andrea Laurencell-Sheridan	English	Assistant Professor	Associate Professor
Damon Ely	Biology	Assistant Professor	Associate Professor
Cynthia MacMahon	Science Engineering And Architecture	Associate Professor	Full Professor
William Stillman	Science Engineering and Architecture	Assistant Professor	Associate Professor
Megumi Kinoshita	Science Engineering and Architecture	Assistant Professor	Associate Professor

<u>Staff/Chair</u>	<u>Discipline</u>	<u>Present Rank</u>	<u>Approved Rank</u>
Mary Ann McGinnis-Adamo	Dental Hygiene	Associate Professor	Full Professor
Katherine Sinsabaugh	Education	Assistant Professor	Associate Professor
			Wolfe/Krahulik Anonymous

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

- Congratulations to Chancellor Award Recipients:
 - Diane Bliss Excellence in Faculty Service
 - Frederick Melone Excellence in Teaching
 - Andrea Laurencell-Sheridan Excellence in Teaching
 - Anne Ruscher Excellence in Classified Service

- At the recent Assembly meeting, President Young updated the College Community on the work of the Guided Pathways Institute in conjunction with the Cabinet Task force teams. This begins a 5-year journey utilizing the Guided Pathways framework, while the College maintains control of curriculum. Updates to the board will be provided periodically. Chair Ullrich suggested an update at next year's board retreat.
- A directive from SUNY regarding utilizing short form name for the College has been reviewed with SUNY legal department and the College is in compliance so long as formal areas include "Orange County Community College" which has always been our legal name.
- President Young salutes and thanks the board for their dedication and commitment to the College and offered a special thank you to Chair Ullrich for her support and service to the board as Chair for the last 4 years.

B. REPORT OF THE COLLEGE GOVERNANCE SYSTEM – Paul Basinski

- Executive Committee recently passed 2 resolutions and sent to President Young for review. The first is for potential use of therapy dogs on campus and the other is regarding Shuttle Bus Service schedule.
- Shared Governance established an adhoc committee re: Non-Credit participation in Commencement which is being chaired by Michelle Tubbs. They have set a deadline of September 14 to share with Dr. Young and then with trustees. Chair Ullrich stressed that Governance be prepared with recommendation for the October 17 board meeting.

C. REPORT OF THE STUDENT TRUSTEE – Cindy Maleike

- Student Trustee Maleike thanked the board for the opportunity to serve as an active trustee and represent the students.

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

- VP Cazzetta has been engaged in communicating to staff at the Morrison and Newburgh Lab Schools as well as the parents of children who attend one of the Lab Schools that beginning September 1, 2018, the College Association will assume total responsibility of the Lab Schools. Thus far, the information has been well received.
- An agreement has been made with the Catskill Grille to operate a food truck at the Newburgh Campus beginning on the first day of class for the fall 2018 semester
- The final College Association board meeting for the 2017-18 fiscal year will take place in June. At this meeting the board will adopt a budget for the 2018-19 fiscal year.
- VP Cazzetta thanked the board for the opportunity to make regular reports at their meetings on behalf of the College Association.

E. FOUNDATION BOARD – Derrick Wynkoop, Chair

- The Foundation participated in Hudson Valley Gives and raised almost \$6,000 toward scholarships.
- An Audit RFP is in process.
- Executive Director Search is in process and Dr. Young has agreed to do a walk/talk with 3-4 final candidates to discuss the College.
- A report from Russell Hammond, Executive Director of the Foundation, is attached as *Addendum #1* to these minutes.

F. SPECIAL REPORT:

INNOVATION GRAND STREET

(Alexander Mathes, Mathes Public Affairs)

President Young noted the County owns 3 buildings on Grand Street in Newburgh which were purchased for the use of the College. She introduced Mr. Sandy Mathes, of Mathes Public Affairs, a consultant who will assist the college with advancing this project, which has been identified as "Innovation Grand Street." Mr. Mathes worked with Schenectady Community College on a similar project and in February, with the assistance of the Foundation, the College entered into a contract with Mr. Mathes for consultant services. He will assist with our CFA application, requesting Empire State Development funds, for this project.

Mr. Mathes gave a comprehensive presentation which is included as *Addendum #2* to these minutes.

- This is a results driven agenda, driven by private/public partnerships
- Several meetings have already been conducted in the private sector with VP Hackman.
- Over-riding strategy is:
 - Develop Skills Pipeline – Feed Workforce
 - Private Sector Connections
 - Driven by SUNY Orange Curriculum and Partnerships
- Focus on Targeted Business Sectors:
 - Entrepreneurship/Innovation/Business
 - Food/Beverage/Entertainment
 - Healthcare/Wellness
 - Creative Design/Historic Preservation
- Ultimate Goals: Private Investment, Jobs, Community Renewal
- Public Partnership: Federal, NY State, County, City, Regional Development Organizations, Public Not-for-Profits
- Plan will be phased in 2/3 year program and flushed out with the CFA
- Next Steps: 4/6 weeks talking with private sector
- Mid-July deadline for CFA application submittal and funds are awarded by late November/early December. Project will move forward after that time and Phase 1 should be complete by Fall Semester 2019

G. SPECIAL REPORT:

HOUSING TASK FORCE:

(Joan Wolfe, Trustee & Gerianne Brusati, VP for Student Services)

Trustee Wolfe and VP Brusati gave a comprehensive overview of the work that the Housing Task Force has done over the past two years. Highlights are below and presentation is included as *Addendum #3* to these minutes:

- Task Force reviewed data:
 - SUNY Community College Housing Data
 - Brailsford & Dunlavey Housing Feasibility Study
 - SUNY Orange Facilities Master Plan
 - High School Graduation projections
- At two separate meetings, the committee invited the following guests for feedback on their housing experiences.
 - Dr. Susan Deer, Provost and Executive VP, Rockland County Community
 - Ms. Tenee Casaccio, JMZ Architects
- Members of the task force visited and toured the following campus dormitories, then met with key leaders:
 - Dutchess Community College
 - Hudson Valley Community College
 - Schenectady Community College
 - Touro College
- The task force discussed the pros & cons of housing throughout the two-year period.

Trustee Wolfe reported that the Housing Task Force recommends to the board that “it is the consensus of the task force that the future of Orange County Community College is not dependent on residence halls.”

H. SPECIAL REPORT:

2018-2019 BUDGET PRESENTATION:
(Linda Dauer, VP for Administration and Finance)

VP Dauer gave a comprehensive review of the Budget Request for AY 2018-2019. Highlights are below and presentation is included as Addendum #4 to these minutes:

- AY 2018/2019 Budget challenges:
 - State funding less than 1/3 share
 - Enrollment demographics – resetting budgeted FTE
 - Rising health insurance costs
 - “Bare bone” department budgets
 - Union negotiations
 - Addressing structural budget deficit
- Review of Budget history highlights from Budget year 11/12 to Budget year 17/18 Revenue Assumptions (43% student portion which has grown):
 - Lower enrollment
 - FT Tuition rate increase of \$200, or 4% annually
 - \$100 increase in State Aid per weighted average FTE
 - 3% increase in County Aid
 - \$270,000 reduction in Service Fees
- Review of AY 2018-2019 Proposed Budget Revenue: \$61.4 Million
- Administration is committed to resetting budget.

IV. OLD BUSINESS:

College Policy Manual: Vice Chair Krahulik reported that the College Policy committee continues to make progress and three policies are listed under new business for vote

V. NEW BUSINESS:

- 1) Motion to Accept Recommendation of the Housing Task Force Committee, which is that “the future of Orange County Community College is not dependent on residence halls.”

A motion was made to approve Recommendation of the Housing Task Force:

Krahulik/Hunter
Unanimous

- 2) Motion to Approve Budget for AY 2018-2019 as presented

A motion was made to approve Budget for AY 2018-2019:

Krahulik/Wolfe
Unanimous

- 3) Motion to Approve: BP 2.41: Information Technology Equipment Inventory

A motion was made to approve BP 2.41:

Krahulik/Watson
Unanimous

- 4) Motion to Approve: BP 4.14: Audit of Claims

A motion was made to approve BP 4.14:

Krahulik/Watson
Unanimous

- 5) Motion to Approve: BP 4.8: Procurement

A motion was made to approve BP 4.8:

Krahulik/Watson
Unanimous

- 6) Resolution No. 7: Resolution Acknowledging Student Trustee Cindy Maleike's Dedicated Service and Awarding of Meritorious Stipend

A motion was made to approve Resolution No. 7:

Ullrich/Wolfe
Unanimous

- 7) Resolution No. 8: Resolution Acknowledging Trustee Gert Mokotoff's Dedicated Service

A motion was made to approve Resolution No. 8

Ullrich/Wolfe
Unanimous

- 8) Resolution No. 9: Resolution Acknowledging Trustee Joan Wolfe's Dedicated Service

A motion was made to approve Resolution No. 9

Ullrich/Watson
Unanimous

- 9) Resolution No. 10: Resolution Acknowledging Trustee Bob Krahulik's Dedicated Service

A motion was made to approve Resolution No. 10

Ullrich/Hunter
Unanimous

- 10) Motion to approve Board of Trustees' Slate of Officers for AY 2018-2019

Chair: Frederick A. Watson
Vice Chair: Sister Margaret Murphy
Secretary: Thomas Hunter

A motion was made to approve Board of Trustees Slate of Officers

Krahulik/Wolfe
Unanimous

- 11) Trustee Wolfe added a motion to name the oval at the Newburgh Campus for Senator Larkin in honor of his dedication and support for the Newburgh Campus, in Albany.

A motion was made to approve naming of the plaza (oval) outside Kaplan Hall, the "Senator William J. Larkin Plaza." Chair Ullrich suggested a celebration be held in the fall.

Wolfe/Watson
Unanimous

VI. BOARD CHAIR COMMENTS:

Chair Ullrich noted that she is pleased with the work of the College in the past four years though she ready to step down from the position of Chair. She expressed her thanks to the board for their work.

Chair Ullrich suggests incoming trustees consider attending either the ACCT Governance Leadership Institute, NYCCT Conference or ACCT annual conference this year to gain knowledge of working on a college board.

VII. COMMITTEE REPORTS:

Academic and Student Services Committee: N/A

Audit and Finance Committee: Trustee Krahulik noted that the Audit and Finance Committee did not meet however he expressed his appreciation of VP Dauer's work. He suggested incoming trustees review page 5 of budget presentation to gain an understanding of the challenges the College faces. In addition, he noted that the budget reflects signs that the early retirement incentive was helpful and will avoid eliminating instructors.

VIII. COMMENTS FROM THE PUBLIC:

- Professor Diane Bliss, speaking as a faculty member, expressed her thanks to the board for the inclusion of faculty and personnel at their meetings.
- Mr. Illobre expressed the Foundation's appreciation to the board for the work that the Foundation, the board and the president do together.

IX. BOARD DISCUSSION: N/A

X. BOARD ADJOURNMENT: The meeting was adjourned (Krahulik/Watson) at 11:40 AM.

XI. EXECUTIVE SESSION: N/A

Respectfully submitted,

Carol A. Murray
Secretary to the Board

*Wednesday, September 12, 2018
5 PM Board Meeting
Board Room, Tower, 5th Floor
Newburgh Campus*