

**MINUTES OF THE ORANGE COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES' MEETING  
Wednesday, November 19, 2014  
Board Room, Tower Building, Newburgh Campus**

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

Absent: Allison Reid

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

**II. CONSENT AGENDA**

Chair Ullrich requested a motion to approve the Consent Agenda:

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

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

Krahulik/Benson  
Unanimous

**III. PRESIDENT'S REPORT (Given by Roz Smith, VPAF on behalf of President Richards):**

- The College's application for Start-up New York will be sent soon and there have been some inquiries from businesses. Aurora Innovations, a company from Oregon who works in soil and high-grade fertilizer, is buying land in the black dirt area of Goshen and they have applied. A Memo of Agreement has been done with them, developing a relationship with the College. They will present, free-of-charge, seminars and presentations to the College's Biology and Botany students (others where appropriate) and will donate a \$2500 scholarship per year to the Foundation. They will also provide internships for students. This is in exchange for the tax benefit of being part of a Start-up New York organization. The College is waiting for approval on this application. There have been a few other inquiries which VP Smith is following up on.
- Trustee Krahulik noted that the legal fees that the IDA's attorneys command are outrageous however there seems to be room for flexibility. VP Smith noted that IDA and the Accelerator are partners and from the Accelerator's perspective, they are a referral and their graduates should be eligible. The IDA is offering incentives separate from the Start-up New York incentive. VP Smith also noted that the College will have an agreement with MSMC to share these resources.
- The Policy Manual distributed tonight will not be discussed as there are more changes to be made to the document before it can be finalized. It will be brought back to trustees at a later date.
- The Bridges Project was presented and reviewed by Chair Ullrich in order to inform the board of the project that the College has undertaken at the request of parents. The program will provide higher education to students with intellectual disabilities; generally students who are functioning at a high enough level to do College level or Certificate level work. The students being targeted are those with very high-level autism or Asberger's and students with other brain injuries or intellectual disabilities. The program will be an academic program or a certificate program in addition to counseling, mentoring and training in social skills. There will be 15 students at each campus between the ages of 18-21. It will be conducted under Michael Gawronski, AVP for Health Professions. The plan is to begin the program in September 2015. The program has been presented as "revenue neutral" and there are fundraising efforts being done now. Chair Ullrich noted that she has some concerns regarding funds and asked for a detailed update. VP Perfetti noted that there is a draft proposal scheduled to be reviewed by the committee working on the project at their next meeting and Jo Ann Hamburg is scheduled to attend. Hiring will begin in February. VP Smith noted that the outside funding must be in sync with the hiring. Trustee Ullrich noted that there are similar programs throughout the country, around 200, and they have been very successful. There is both federal and

state funding available but it takes time to acquire the aid. Trustee Murphy noted that many of these students are intellectually gifted, but lacking the social skills. Chair Ullrich noted that there has been a pilot program at SUNY Orange for the past three years developed by the Occupational Assistants program which has been successful. Trustee Watson asked if the board must vote on this project and Trustee Wolfe noted that the board has fiduciary responsibility. Chair Ullrich requested that a report be given to the board in January noting details of the project to include funding, hiring, and training before the program goes forward.

Chair Ullrich asked for a motion that the board directs that it receive a detailed report on the Bridges program at the January Board meeting and ***the motion was made***

Hunter/Watson  
Unanimous

- VP Smith met with the Mayor of Middletown and Chief of Police regarding traffic issues on South Street. She proposed that between the hours of 7-4 PM Monday through Friday, temporary barriers be constructed to limit traffic between Grandview and Bennett Street. The other issue is that East Conklin has become a major drop-off area and it is creating an unsafe situation. There is currently a “no parking” sign but not a “no standing” sign. VP Smith asked that they replace the current sign with a “no standing” sign. Formal requests have been forwarded to the Mayor and Chief of Police by VP Smith. The Common Council must approve these.

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

- The Executive Committee of Governance has approved the following committee charge/membership revisions:
  - Revisions to the charge of the Faculty & Staff Development Committee (FSDC) include laying the charge out in a bulleted format and revising language to better clarify the work and responsibilities of the committee.
  - Revisions to the ex-officio membership of the Developmental Ed Committee include the change in title of one of the ex-officio members and the removal of an ex-officio member since that position no longer exists at the College.
- President Richards has responded to the planning and prioritization recommendation that Executive Committee sent on behalf of the Planning & Budgeting for Institutional Effectiveness (PBIE) Committee. In response to 1.) The President direct all college administrative levels to use of the PIP system for planning and initiative input by the end of the Fall 2014 semester, the President responded that “the VP’s will make the best effort to have their divisions load statements of goals and outcomes by the end of this semester”; and 2.) A specific procedure for prioritization activities involving the PBIE committee, tied to a common planning and resource allocation calendar be implemented for use in the 2015/2016 academic year, the President responded “it will be in the best interest of the College for PBIE to concentrate on reviewing College-wide goals and outcomes as those are recorded in the PIP system for general trends and areas of overlap.” The Governance President and VP, as well as the chair and vice-chair of the PBIE Committee, are scheduled to meet with President Richards and the VPs in early December to discuss how this is to be done. For their work to be productive and meaningful, it is necessary for the responsibility of the PBIE Committee to be a clearly spelled out procedure that is structured around concrete, scheduled activities. The PBIE Committee has been idle in its participation in planning & resource allocation activities for the last year and a half. It is not acceptable for this to continue, and it is necessary for the administration to work with the committee to identify exactly what work they want the PBIE Committee to do to once again be a participant in this important function of the College.

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- The resolution on the removal of the 64-credit limit on AAS and AOS degrees which was drafted by Executive Committee and the Curriculum Committee was approved with an overwhelming majority at the October 20th Assembly meeting, and the SUNY Orange FCCC delegate, Tom Giorgianni, has sent the resolution to Alexander Cartwright, the new SUNY Provost.
- Executive Committee took some time at one of their recent meetings to review the suggestions, recommendations and requirements in the MSCHE Team Report to begin identification where governance participation and attention will be needed as the College moves forward in addressing these.
- Executive Committee drafted and Governance President Michelle Tubbs forwarded to Presidential Search Committee Chair, Joan Wolfe and RH Perry Consultant, Liz Rocklin, a question pertaining to shared governance that they would like to be asked of the presidential search candidates during interviews with the presidential search committee.
- Governance President Tubbs wished the board a happy & healthy Thanksgiving!

V. **REPORT OF THE STUDENT TRUSTEE** – Allison Reid

No report given this month.

VI. **OLD BUSINESS:** N/A

VII. **NEW BUSINESS:**

**A motion was made** to approve Resolution No. 36: Revise the College's Mission, Vision and Values Statement

Krahulik/Murphy  
Unanimous

**A motion was made** to approve Resolution No. 37: Revise the College's Commencement Protocol and Degree Conferral Process

Mokotoff/Benson  
Unanimous

VIII. **BOARD CHAIR COMMENTS:**

- Chair Ullrich noted that President Richards asked the board to discuss the monthly "Snapshot" document that the board receives in their packets each month to determine if this is of value to trustees. The document lists all publications that the College has been listed in. In the interest of sustainability, the board agreed to discontinue the inclusion of this document in board packets.

**A motion was made** to discontinue inclusion of the "Snapshot" in board packets.

Kraulik/Wolfe  
Unanimous

- An updated board meeting schedule was included in the board packets.
- The joint holiday party with the BOT and OCCF will be held on Thursday, December 11<sup>th</sup> at 5 PM.
- The new BOT meeting schedule and Committee of the Whole Schedule was distributed.
- The March board meeting has been changed to March 11<sup>th</sup> and March 18<sup>th</sup> should be held as a possible back-up date for discussion and vote on candidates for president.

- Minutes from Finance and Audit Committee and Academic and Student Services committee were distributed.
- Chair Ullrich attended the reception, on November 7<sup>th</sup>, of the Alumni Association for Family Weekend which was a lovely event. There were about 50 people in attendance.
- Chair Ullrich participated in a panel discussion titled “Vision 20-20” on future issues in Orange County. The moderator was Mike Levinson, the business editor at the Times Herald Record. Other members of the panel were Assemblyman Skoufis, Orange County Planning Commissioner, David Church; the Orange County Tourism Director, Susan Hawvermale; and Nancy Proyect, President of the OC Citizens Foundation. It was a good presentation and Chair Ullrich discussed the challenges facing the College in the future, focusing on funding needs.

## **IX. COMMITTEE REPORTS:**

### **Academic Programs and Services Committee:**

- Title 3 funding, funding to transform advising procedures with a one-stop shopping experience, was discussed. This has helped students and parents to navigate the system. 200 students are assisted daily and targeted messaging is used, along with videos on study tips and financial assistance.
- SUNY Seamless Transfer initiative continues and every discipline of the College is working toward maximizing out of the 64 credits. The College continues to wait for the finality of waivers.
- The Commencement pilot was well-received with a record 526 students applying for graduation. Seating by degree/discipline was very popular with the students. This has future implications for alumni making them feel more connected to the College.
- The “I Am a Leader” program has been transformational for students with 18 students having been involved and there is a waiting list. The Eleanor Roosevelt (ECCEL) program is in its second year and it is a superb program.
- The Middle States action steps are being followed and the monitoring report is due in March. Assessment and Learning Outcome processes are being reviewed in all academic areas.
- The Health Professions and Business programs are coming up for accreditation.
- STEM (Science Technology Engineering and Math) activities continue and VP Perfetti and AVP Moegenburg presented to 19 high school guidance counselors at a luncheon. This group is an extremely important connection for the College.
- An open house was held for 35 families to learn about the College.
- The Foundation Board reviewed a “wish list” from the Academic Affairs and Student Service areas and 6 initiatives were funded.

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

- Revenue is just under 2% of what was budgeted and is attributed to further decline in enrollment. The College had anticipated a 2% decline so the number is actually now approaching 4%.
- A good job is being done on the expense side.
- Discussion was held regarding development of a policy, which will be presented to the entire board, and will enable the College to increase the surplus fund balance to what Middle States recommends.
- Trustee Krahulik noted that enrollment decreases year after year are a real concern for the College. Chair Ullrich noted that there has been a change in demographics in the Northeast showing a decrease in population trends. In addition, there is an increase in competition for every student from other 2 and 4 year colleges, from on-line courses and from non-traditional ways of obtaining degrees.

**Presidential Search Committee:**

- Trustee Wolfe reported that the search committee has had two meetings thus far. A presentation by the Chancellor was given at the first meeting, along with one from Johanna Duncan-Poitier. The Chancellor gave the committee their charge to find a new president and the committee will begin to review applications on December 5<sup>th</sup>. They will be reviewing them from December 5<sup>th</sup> to December 19<sup>th</sup> with the plan of narrowing the pool to about 20 people.
- The committee's dedication is incredible considering the time of year they have been asked to do this.
- The committee hopes for a very smooth transition when President Richards leaves and the new president begins.
- The board will meet with the search committee when the final recommendation from the search committee is given to the board for approval. Chair Ullrich noted that this will be done in an Executive Session of the board once they have made their recommendation.
- The final 3-4 applicants will be invited to campus for meetings with various groups at the College and the board will be invited to a dinner with each applicant.
- Chair Ullrich encouraged board members to attend any of the meetings held at the campus.

**X. COMMENTS FROM THE PUBLIC:**

- Nick Illobre reported that one of the outcomes of the Foundation Board's strategic plan was a diversity initiative. The Foundation Board applied for a grant to assist with this initiative. The Dyson organization, which had previously given the College a gift toward the new media center, has agreed to fund the initiative. They noted that they are pleased to have an organization (SUNY Orange) that is a pioneer in this field. Most times, they receive requests for assistance with projects and not the human element. Chair Ullrich is chairing the committee and the Foundation Board is very excited about the opportunity.
- The Foundation is doing very well and at the recent management audit with no material weaknesses found. Net assets changed by a positive amount. Under the leadership of Rich Rowley, the Foundation continues to grow and continues to be challenged.

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

***A motion was made*** to adjourn for a short break at 6:20 PM.

Wolfe/Hunter  
Unanimous

The board returned at 6:30 PM for the Committee of the Whole presentation.

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

**Committee of the Whole Presentation:**

**Capital Projects Update**

Roz Smith, Vice President for Administration and Finance

VP Smith gave a presentation noting all of the many projects that have been completed at the College and she reviewed a document detailing the tracking of the projects and noting where they fall in the County, State and College budgets. Some of the items discussed are below:

- Critical maintenance projects are mostly done from the current Facilities Master plan and sometimes may come from the Strategic Plan or Master Plan. Accessibility and Sustainability has been a focus with items such as a future project for a Solar Bus stop, which was designed by students.

- There is an upcoming project for the Bio Tech building which will change the front of the building and level the steps to make it ADA acceptable. Kaplan Hall and the Center for Science and Engineering were both begun with significant member items. Sometimes a SUNY initiative will translate into a capital project.
- Funding sources are 50% from the state of New York and 50% from the County. The local match is typically given by the County but local can be federal or private money.
- The Foundation also contributes to projects and the College attempts to match these donations in some manner.
- A review is done of the various plans, critical maintenance priorities and then a 6-year Capital plan is prepared for the County.
- Hudson Hall renovation will be the next major effort and will house the Behavioral Sciences Department.
- Funds will be allocated to adapt the technology infrastructure at the Middletown Campus and there is a request to increase storage.

Trustee Wolfe inquired about the tennis courts and whether they will be restored. VP Smith noted that this is still in the plans and is included in the renovation of space projects.

**XIII. BOARD ADJOURNMENT:** At 7:00 PM a motion was made (Benson/Wolfe) to end the meeting

Respectfully submitted,

Carol A. Murray  
Secretary to the Board

***NEXT BOARD MEETING  
Wednesday, December 10, 2014  
Gilman Center, Library  
Middletown Campus  
5 PM***