

**MINUTES OF THE ORANGE COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
Wednesday, November 18, 2015  
Board Room, 5<sup>th</sup> Floor, Tower Building  
Newburgh Campus**

Present: Vice-Chair R. Krahulik, Secretary F. Watson, J. Wolfe, T. Hunter, M. Murphy, L. Preedom, D. Benson

Absent: Chair H. Ullrich, G. Mokotoff

**I. CALL TO ORDER** – Vice Chair Krahulik called the meeting to order at 5:10 PM

**II. CONSENT AGENDA**

Chair Krahulik requested a motion to approve the Consent Agenda:

- A. Approval of regular minutes from October 21, 2015
- B. Approval of Petty Cash Reimbursements and Financial Statements for October, 2015
- C. Approval of Retirement Memo

<u>Name</u>	<u>Discipline</u>	<u>Years of Service</u>	<u>Effective</u>
Arlin Bartlett*	Applied Technology	40	End of Fall 2015
Demos Kontos*	Global Studies	47	May 20, 2016

\* At the same time, the Board granted approval of Professor Emeritus status for Arlin's 40 years of dedicated service to the College and the students throughout his career.

\*At the same time, the Board granted approval of Professor Emeritus status for Demos' 47 years of dedicated service to the College and the students throughout his career.

**STAFF/CHAIR:**

Christine McGraw	Financial Aid	15	December 30, 2015
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**MANAGEMENT CONFIDENTIAL:**

Jo Ann Hamburg*	Interim VP Administration and Finance	33	February 18, 2016
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\*At the same time, the board approved the early retirement incentive.

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

Benson/Hunter  
Unanimous

**III. PRESIDENT'S REPORT** - Dr. Kristine Young

- Focus sessions will be held at the Newburgh Campus beginning with the first meeting today to discuss the history of the Newburgh Campus. The next two meeting dates will focus on the topics of "Newburgh Present" and "Newburgh Future." The meetings are designed for Dr. Young to gain feedback from the faculty and staff at Newburgh on their experiences at the Newburgh Campus.

- The former YMCA property in Newburgh was approved by the County for purchase by ARC (formerly AHRC) The College will retain 40 parking spaces.
- The College Foundation Board has been approached by Leyland Alliance regarding a property near the College that they would like to donate to the College. The property consists of 1.5 acres and if the Foundation did accept the donation, the property would be turned over to the City of Newburgh. Administration and the Foundation will explore this more deeply and update the board as needed.
- The search for a CIO has been completed and Brian McDonald will officially start on December 3, 2015.
- An Affordable Care Act Reporting Form 1095 C should have been provided to employees by the County and may therefore have a financial implication of \$250. The College's IT and HR Department will acquire the information and complete the form.
- In response to a discussion at the first board meeting this AY, CAPE will be taking the following actions:
  - Pete Soscia, Senior AVP for the Newburgh Campus will take over leadership of CAPE, effective 12/1.
  - Investigating CDL and passenger CDL licensing
  - Investigating Hospitality/Serve Safe

#### **IV. REPORT OF THE COLLEGE GOVERNANCE SYSTEM – Josh Lavorgna (on behalf of M. Tubbs)**

- President Young and VPAA Moegenburg have responded to the recommendation from the College Assembly regarding the time between final exams and grade submission. In summary, the academic calendar will not be adjusted for this current academic year to give the requested minimum of three days between when finals end and when grades are due. If there is a need to alter the academic calendar in the spring, because of loss of class time due to inclement weather, an extension of time between the end of final exams and when final grades are due will be incorporated. Additionally, in future academic years, at least three days will be scheduled between the end of final exams and grade submission, as long as contractual obligations do not prevent it and the Registrar's ability to complete the work necessary for Commencement is not impacted.
- The Executive Committee on Governance has sent a recommendation to President Young on behalf of the Faculty and Staff Development Committee regarding practices and procedures for faculty and staff requesting funding to attend or present at a conference.
- The Executive Committee on Governance sent a recommendation to President Young on behalf of the Campus Safety & Security Committee with a suggested revision to the College's Tobacco Use Policy. EC's understanding is that President Young will bring that suggested revision to the board at the December Board meeting.
- From a survey administered and discussion led by Executive Committee, at the 10/26 Assembly meeting, Executive Committee has gathered feedback from the College community regarding the academic calendar. Once this feedback is fully compiled, it will be shared with administration, as well as the Academic Master Planning "Scheduling" Working Group.
- At their 10/26 meeting, the Assembly approved a revision to the Governance Constitution & By-Laws, which was the addition of an Article at the end of the document that states that Robert's Rules of Order is the Parliamentary authority for all governance meetings and that any parliamentary law or authority defined in our Constitution & By-Laws supersedes Robert's Rules of Order.

#### **V. REPORT OF THE STUDENT TRUSTEE – Lawrence Preedom**

- Middletown Student Senate
  - Senate spoke with Gerianne Brusati
    1. Shuttle Bus
    2. Library Hours

3. Cafeteria food quality
  4. Cafeteria hours
  5. Bookstore organization
- Senate survey for the library is done. It seems to point to most students' want it open earlier. Senate is now working on officially compiling the data.
  - Senate spoke with Madeline-Torres Diaz (Senate was extremely grateful for her taking time to talk with them).
  - Senate spoke with Dr. Young where they discussed goals and got great feedback from her. (Senate was also extremely grateful for her taking time out of her very busy schedule to come talk with them).
  - Senate bonding is on hold and will be rescheduled due to scheduling conflicts with fellow Senate members.
- Newburgh Student Senate
- Decided there needs to be repairs and purchases to the game room
    1. Repairs to the pool table and Ping-Pong table.
    2. Students would like to know if a gaming device could be purchased for the game room.
    3. Possible purchase of a couch or bean bag chairs.

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

**VII. NEW BUSINESS:**

At this time, Patti Bassey, Bridges Director, provided a comprehensive overview of the Bridges program.

With the board's approval, the first class of self-enrolled students will start in January 2016. There are two enrollment tracks, self-enrolled and concurrent enrollment. Concurrent enrollment is for students still in high school and is in program development, with an NYSED issue that must be worked out before the program can begin. Discussion ensued and Ms. Bassey was complimented by Vice Chair Krahulik for an excellent presentation which was very informative. Vice Chair Krahulik gave the board a few minutes to read the resolution.

*The entire presentation has been included as Addendum #1 (attached)*

**A motion was made** to approve Resolution 6: Establish the BRIDGES Program

Hunter/Wolfe  
6 Yes/1 No

**VIII. VICE CHAIR COMMENTS - Robert Krahulik**

- The ACCT National Legislative Summit will be held in Washington DC February 8 – 11, 2016. Trustees should let Carol Murray know if they are interested in attending the conference or the New Trustee Academy, which will be held on February 8, 2016.
- Dr. Young, Vice Chair Krahulik and other SUNY Orange staff attended the County Education and Economic Development Committee meeting this past week. The entire agenda was SUNY Orange and discussion regarding \$100,000 disbursement of Capital Chargeback for technical equipment. The County has requested a specific list of expenditures and Dr. Young will continue the dialog.

**IX. COMMITTEE REPORTS:**

**Academic Programs and Services Committee:**

- Title 3 Grant
  - Year 1: Created Student Services Central and consolidated services
  - Year 2: Launched Portal for students
  - Year 3: Expanded portal resources to include Academic Support Services and developed an Early Alert system that students and faculty can access on line.
- Academic Department Portlet
  - Early Warning and faculty feedback allow greater student retention and avoid students dropping out
  - Videos of support centers (Batacavern, Tutorial Center, etc.) are available.
  - Vets Peer-Mentoring Program conveys genuine concern beyond the portal and a deeper level of advising is available.

**Audit and Finance Committee:**

- The report is favorable when comparing total actual 2015 for this year, compared with last year.
- The College did fairly well on revenue with it being higher than last year.
- Enrollment is not too bad
- The only increase on the expense side was in employee benefits.

Vice Chair Krahulik congratulated Administration on keeping expenses down

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

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

**XII. EXECUTIVE SESSION:** At 6:50 PM, Vice Chair Krahulik made a motion to enter into Executive Session for the purpose of discussion of a possible litigation.

**A motion was made** to enter into Executive Session\*.

Krahulik/Watson  
Unanimous

\*Secretary Watson later reported that the Executive Session began at 7:02 PM and concluded at 7:21 PM.

**XIII. BOARD ADJOURNMENT:** At 6:50 PM, the meeting was adjourned and the board entered into Executive Session.

Respectfully submitted,

Carol A. Murray  
Secretary to the Board

***NEXT BOARD MEETING:***

*December 16, 2015  
Music Room, Morrison Hall  
Middletown Campus*