

**MINUTES OF THE ORANGE COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES' MEETING
Wednesday, October 15, 2014
Gilman Center, Library, Middletown Campus**

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

Absent: N/A

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

II. CONSENT AGENDA

Chair Ullrich requested a motion to approve the Consent Agenda:

- A. Approval of regular minutes from September 17, 2014
- B. Approval of Petty Cash Reimbursements and Financial Statements for September 2014

A motion was made to accept consent agenda for approval.

Mokotoff/Benson
Unanimous

III. PRESIDENT'S REPORT:

- President Richards discussed the request from SUNY to help reduce deficit at SUNY Administration by imposing a "Re-Charge" bill to SUNY schools. Senator LaValle, Chair of the Education Committee, has written to the Chancellor and SUNY Board Chairman McCall expressing his objections to the re-charge effort. SUNY presidents, though opposed, were prepared to pay 20%, but it is now on hold pending Chairman's response to Senator LaValle.
- The College is pleased to have been given a Bronze level STARS achievement for sustainability efforts.
- An article regarding SUNY Orange's undergraduate research, written by VP Perfetti and Dr. Michele Iannuzzi-Sucich, was placed in a recent publication of "The Council on Undergraduate Research" Copies were distributed to trustees.
- Governor Cuomo recently signed an amendment to SED law which gives all veterans in-district tuition rates at all SUNY colleges. This amendment has assisted 11 of the college's students, who were out of district, with cost reductions. Dependents of veterans are being considered for possible inclusion so that they can also pay in-district rates.
- The Facilities Master plan project has been given to JMZ Architects and the first steering committee meeting will be held on October 21st. It should take 7-8 months to complete and will advance the College's current master plan. The 2015-2020 Facilities Master Plan will be presented to the board in draft format at the April 15th board meeting.
- Many of the local area high school guidance counselors were at the College last week for a tour and discussion of the STEM program and other services at the College.
- Science teachers will also be invited to the College this semester for a tour and discussion of STEM program.

IV. REPORT OF THE COLLEGE GOVERNANCE SYSTEM – Michelle Tubbs

- The Executive Committee of Governance has approved revisions to the membership of the Assessment Advisory Committee for the 14-15 AY. These revisions are a result of the committee shifting its focus more towards academic assessment, which began last year, as

- well as determining the role it will play in the practices that are being refined and created to improve assessment of student learning. This committee will function with this approved revised membership for this academic year only. In the spring, they will assess to see if further revisions should be made or if this membership is best for the future work of the committee.
- The Executive Committee on Governance sent a recommendation to President Richards on behalf of the Planning & Budgeting for Institutional Effectiveness (PBIE) Committee requesting that the following two actions be taken:
 - 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; and
 - 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 Executive Committee on Governance and the Curriculum Committee have worked to draft an internal resolution on the removal of the 64 credit limit on AAS and AOS Degrees. This resolution will be presented to the College Assembly for endorsement at the October 20th Assembly meeting, and if endorsed, it will be sent to the new Provost at SUNY. A special thank you to our FCCC delegate, Tom Giorgianni, who created an initial draft of this resolution for the Executive Committee and Curriculum Committee to begin its work with.
 - Governance President Michelle Tubbs & Governance Vice-President Shelly Paradies attended the FCCC (Faculty Council of Community Colleges) Campus Governance Leaders conference in Saratoga Sept 19-20. At the joint dinner on Friday with the NYCCT (New York Community College Trustees) conference attendees, guest speaker H. Carl McCall (SUNY Board of Trustees Chair) spoke to the new “Recharges” that SUNY is administering to campuses as an attempt to balance their budget. One of the best sessions of the conference was a facilitated discussion on shared governance with NYCCT conference attendees (which included trustees, presidents & students). Using clickers, participants individually answered questions and then collectively evaluated and discussed the shared results after each question. Results included a breakdown of how each group (trustees, faculty, presidents, and students) answered each question.
 - The Faculty Council of Community Colleges (FCCC) delegates (Tom Giorgianni) and alternate delegate (Diane Bliss) attended the FCCC Fall Plenary meeting Oct. 9-11 at Dutchess County Community College. They will be sharing what they learned from attending the Plenary at the Oct. 20th Assembly.
 - The Executive Committee of Governance thanks Chairman Ullrich for the letter of recommendation she wrote supporting the nomination for the “SUNY Shared Governance Award” for SUNY Orange Governance.

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

- **Student Senate:**
 - Both Student Senates held their annual COLT Night leadership program on Friday October 10th. COLT Night is an interactive training program that provides student organizations on campus with important information they'll need in order to have a better experience with their clubs. Over 100 students attended COLT Night and really enjoyed themselves.
 - SUNY Student assembly will take place October 17th -19th. Both student senates will be attending the conference. The Student Assembly of the State University of New York is the official organization by which University students participate in University-wide governance.
- **Board of Activities (BOA):**
 - Both Boards of Activities will be attending NACA Mid-Atlantic Regional Conference on October 16th- 19th. NACA's (National Association for Campus Activities) core purpose is to advance campus engagement. NACA provides students with information to better their campus and better themselves as students leaders through educational sessions.

➤ **Events/ Programs**

- ICC's (Inter-Club-Council) first meeting was held in mid-September. ICC allows all clubs to get together once a month to discuss certain issues/topics happening within their club.

VI. OLD BUSINESS: N/A

VII. BOARD CHAIR COMMENTS:

- Chair Ullrich reviewed the agenda for the meeting today noting that there will be a brief executive session followed by a committee of the whole session for discussions on the Commencement Pilot and Mission, Vision and Values statements, followed by a SWOT analysis session.
- Chair Ullrich noted that the following documents were at board places:
 - a. Article: Undergraduate Research by Heather Perfetti & Michele Iannuzzi-Sucich
 - b. Article: STARS Bronze Level Achievement
 - c. Middlesex Profile (a sample of RH Perry's work in preparing information for applicants)
 - d. Events Calendar
 - e. Presidential Search Committee Handbook for Community Colleges
- Chair Ullrich attended the Scholarship and Awards Ceremony held on September 19th and noted that it was a wonderful program. She thanked Dr. Richards, VP Cazzetta and VP Broadie for their hard work on this event.
- Chair Ullrich has asked the Audit and Finance Committee to develop a rationale that she and President Richards can bring to the County legislators for discussion regarding forming and keeping a reserve fund for the College. The College had a reserve fund for many years but was directed by the legislature to spend it down. Middle States has advised the College that we should have a reserve fund of 10-15% of the annual budget, which should be \$6-\$8 Million. The College does not have anywhere near that amount and suffers each year because of this. The goal is to build that reserve fund and help the Orange County legislature to understand why this is important for the College.
- The new Facilities Master Plan will be worked on over the next 6-8 months and a steering committee has been formed to oversee the plan. Trustee Benson and Student Trustee Reid were appointed by Chair Ullrich to serve on the steering committee.
- The Board By-laws must be reviewed every 3 years and revision is now necessary. Chair Ullrich has asked Trustee Hunter to lead a review committee for the bylaws and she will assist him. One other person will be appointed to this committee by Trustee Hunter.

VIII. COMMITTEE REPORTS:

Audit and Finance Committee:

Trustee Krahulik reviewed the financial statements noting directly from the Fiscal report that "Revenue for the period ended September 30, 2014 as a percentage of the total revenue budget is 6% less than it was for the period ended September 30, 2013." He noted that this is not good news and when compared to amount budgeted for this year, the budget revenue is greater than last year's actual revenue. This puts the College on track to deplete the surplus achieved last year. There is much work to be done in the year ahead.

Committee of the Whole Presentations:

Commencement Pilot Program:

Paul Broadie, Vice President for Student Services

VP Broadie gave a presentation and overview of the Commencement Pilot and its effectiveness and efficiency. He reviewed all of the feedback collected from the College community and student body. When he presented the

pilot program last year, the goal was to have the student's commencement experience shape their opinion of SUNY Orange for a lifetime. It should be a positive and rewarding experience but when a review of the current policies and practices was done, it was determined that there were some negatives to the student's experience.

VP Broadie distributed the feedback from the recent pilot program to trustees for further review and discussed the feedback at length.

He reported that no longer handing out degrees at Commencement was a major part of the pilot to determine whether this procedure should be adopted going forward. 526 students applied for graduation and there were a record number of participants (409 students) at Commencement this year. With this change, students were able to sit with cohorts in their programs and the student, faculty and staff feedback was very positive.

Any negative or neutral feedback received was unrelated to the pilot and VP Broadie asked that the trustees vote on the pilot and not regarding the day of the week or other unrelated feedback. There were mixed feelings about holding commencement on Thursday nights. Students' feedback was mostly positive and they were pleased with the change in commencement day however some faculty members prefer that commencement be held on Saturday. Data will be reviewed and there will be further discussion with students to see if the day of the week impacted their participation. Faculty feedback was given regarding the line-up of faculty in the basement of the physical education building when the weather is not good, as it is extremely hot. VP Broadie will work with the Facilities Department to look for alternate space should the commencement be indoors. The Social Committee has been asked to host a post-commencement reception and Governance President Tubbs will work with the social committee on this request.

In November, trustees will be asked to vote on whether this pilot program will become practice.

Trustee Wolfe asked for the cost of mailing the diplomas and VP Broadie indicated it is \$5 per diploma and this is part of the student's graduation fee fund.

Mission, Vision and Values Review

SWOT Analysis

Christine Work, Inst. Planning, Assessment and Research Officer

Linda Fedrizzi, AVP for Liberal Arts

AVP Fedrizzi noted that the steering committee for the review of the Strategic Plan consists of approximately 20 members from across disciplines of the campus, in addition to some trustees and foundation board members.

Ms. Work and AVP Fedrizzi reviewed the process for revision of the Strategic Plan, noting that it will be done in two phases. The first phase will be a review and revision of Mission, Vision, and Values statements and the second phase will be a review of the College's strategic priorities. The current and proposed mission, vision and values statements were distributed to the board for review. There were two opportunities for the College to participate: via on-line feedback form and a series of open forums. Agreement with the idea of simplifying the statements was a common positive remark from constituents. Trustee Wolfe and Chair Ullrich noted that they were both very pleased with the newly revised Mission, Vision and Value statements, in particular the simplification of the statements.

The board will be asked to vote on the revised Mission, Vision and Values statements at the November board meeting. This document will then be the basis for review and revision of the strategic plan.

AVP Fedrizzi & Ms. Work reported that they have facilitated several SWOT sessions (Strengths, Weaknesses, Opportunities and Threats) across campus. These sessions have been instrumental in obtaining feedback from all areas as to what the College is doing well and where it must improve. Feedback will also be sought from outside community organizations, such as Chamber of Commerce, county leaders, etc.

A SWOT analysis was then conducted for trustees and feedback was discussed at length. The trustee SWOT session results will be added to that which has been gathered thus far.

IX. COMMENTS FROM THE PUBLIC: N/A

X. NEW BUSINESS:

A motion was made to approve draft of the College Profile for Presidential Search

Krahulik/Murphy
Unanimous

A brief discussion ensued and Trustee Krahulik asked if the profile had been reviewed by our public relations office. Chair Ullrich noted that Mike Albright, Communications Officer, reviewed the profile as did Chair Ullrich and Committee Chair Wolfe. Trustee Wolfe noted that the profile will now be given to the RH Perry group and they will prepare for the first search committee meeting.

A motion was made to approve draft of Opportunity, Goals and Expectations, Personal and Professional Qualifications for Presidential Search

Krahulik/Watson
Unanimous

Chair Ullrich noted that Mike Albright worked very hard to incorporate the profile that the board voted on into the document and that she and Committee Chair Wolfe thoroughly reviewed the document. Trustee Wolfe noted that she had stated at the September board meeting that the Search Committee would have an opportunity to give their feedback at the first search committee meeting. She clarified that, in the interest of time, the search committee feedback was requested and received via e-mail. In addition, feedback from the trustees and from the College community is reflected in the final draft.

XI. BOARD DISCUSSION:

Trustee Wolfe reported that the first presidential search committee meeting will be held on October 20, 2014. The Chancellor will attend via skype in to speak with the committee for 10-15 minutes. There is a full agenda for the day and the timeline is very ambitious. Updates will be given to the board, the college community and the community at large as the committee progresses with their work.

XII. EXECUTIVE SESSION: At 5:40 PM a motion was made (Hunter/Reid) to enter into Executive Session to discuss legal matters. Executive Session was held from 5:40 PM to 6 PM and the meeting continued with a presentation of the Committee of the Whole.

XIII. BOARD ADJOURNMENT: At 7:10 PM a motion was made (Ullrich/Krahulik) to end the meeting

Respectfully submitted,

Carol A. Murray
Secretary to the Board

NEXT BOARD MEETING
Wednesday, November 19, 2014
Gilman Center, Library
Middletown Campus
5 PM