

**MINUTES OF THE ORANGE COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES' MEETING
Wednesday, September 17, 2014
Tower Building, 5th Floor, Newburgh Campus**

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

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

Chair Wolfe administered the Oath of Office to Allison Reid, Student Trustee for AY 2014-2015 and welcomed Allison to the board.

II. CONSENT AGENDA

Chair Wolfe requested a motion to approve the Consent Agenda:

- A. Approval of regular minutes from June 10, 2014
- B. Approval of Petty Cash Reimbursements and Financial Statements for June, July, and August, 2014

A motion was made to accept consent agenda for approval.

Krahulik/Ullrich
Unanimous

III. PRESIDENT'S REPORT:

- Several grants were received over the summer:
 - The Wellness Center received a grant which will help to increase awareness of chronic diseases and encourage physical activity and personal diet improvement among students, faculty, and staff.
 - The Restart program from TD Bank received \$15,000 to help students with bridge funding until they are eligible for financial aid again.
 - The Center for Assistive and Rehabilitative Technology received a grant of \$50,000 from the State Assembly thanks to the good work of Assemblywoman Gunther. The grant will add much needed equipment to the center.
- While enrollment is flat, the College is doing somewhat better than the 2% decline which was projected in the spring. Unfortunately, many sister colleges are in serious trouble with 6-8% enrollment decreases.
- The College had a very good visit with Dr. Ellen Fogarty, liaison from the Middle States Commission office, to discuss the College's plan for addressing Standard 14. The plan was distributed to board members. The College's final report will be submitted by March 1, 2015 to the MSCHE and after that a small team will return to the College to review the plan and our report.
- The Policy Manual is complete and will be brought to the October meeting for the board to review and approve.
- A new program for special education students is being explored to assist these students after they graduate high school. A meeting has been held at the Newburgh campus for parents and other interested parties and another meeting will be held at the Middletown Campus in October. These young adults are high-functioning but after public school is finished, they have no other options for schooling. The College is interested in having them come to SUNY Orange to continue their education, with a goal of achieving the highest level of dependence possible. Startup funding will be necessary and therefore fundraising is important for the first few years. Flo Hannes, Chair of the OTA

program, and Mildred Consuelo-Melchionne have done much preliminary work on the project and the parents are very enthusiastic about the program.

- Another session of Collaborative Governing training was held for county leaders and several of our students attended again. Both sessions were very successful and the plan is to move the program to other counties in New York and then nationally.
- The dedication of the Rowley Center for Science and Engineering was held on September 4, 2014 and over 270 people attended. The student speaker, Moriah Brock, was the voice of the student body and she gave a wonderful speech. Moriah is an engineering and math double major and her plans are to go on to obtain a degree in aerospace engineering. President Richards thanked Rich Rowley and his family for their generosity in making the science building a reality. Mr. Rowley noted that Moriah Brock has been elected to the Foundation board for this academic year. This fall the College will host an event for high school science teachers and high school guidance counselors to tour the RCSE in the fall and spring. The enrollment in all STEM programs is up!

IV. **REPORT OF THE COLLEGE GOVERNANCE SYSTEM – Michelle Tubbs** (read by Chair Wolfe as Ms. Tubbs was unable to attend the board meeting)

- Executive Committee met with the VPs on August 27 and with governance committee chairpersons on September 10th:
 - Discussed recommendations from administration, Executive Committee, and the college community that the committees can work on this academic year.
 - Reviewed the responsibilities of committee chairs.
Most committees have held or will be holding their first meeting in the next week or so to begin their work for the AY. Two committees, who are well on their way, will be tapped more than usual, the Assessment Advisory Committee and the Curriculum Committee, as the institution works hard this academic year to respond to the Middle States Standard 14 Requirement and the mandates of SUNY Seamless Transfer.
- The Professional Recognition & Awards Committee is currently accepting nominations for the Excellence in Teaching award and the Excellence in Professional Service award. They are also in the process of reviewing the nominees for the Excellence in Adjunct Teaching award, which is to be awarded for the first time this academic year.
- SUNY Orange is in the process of nominating itself for the SUNY Shared Governance award. Nomination is made jointly by the campus President and the campus governance leader. The final nomination portfolio which is sent to System Administration, will be prepared by a campus nomination committee consisting of the Governance President and a sub-group of the Professional Recognition and Awards Committee.
- Governance President Michelle Tubbs & Governance Vice-President Shelly Paradies will attend the FCCC (Faculty Council of Community Colleges) Campus Governance Leaders' conference in Saratoga Sept 19-20. The theme of the conference is "Rethinking Shared Governance". One of the highlights of the conference is a joint dinner with the NYCCT (New York Community College Trustees) with H. Carl McCall, Chair of SUNY Board of Trustees, as guest speaker. In addition, one of the working sessions will be a facilitated discussion with NYCCT.
- Tom Giorgianni (FCCC Delegate) & Diane Bliss (FCCC Alternate Delegate) will be attending the FCCC's Fall Plenary October 9-11, which is being hosted by Dutchess County Community College.

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

➤ **Student Senate:**

- Student elections have taken place and both campuses have started with regular meetings.
- Middletown Senate nominated officers are as follows:
 - President: Moriah Brock
 - Vice President: Lawrence Freedom
 - Treasurer: Michael DeRubeis
 - Secretary: Irina Negru
- Newburgh Senate nominated officers and the results are as follows:
 - President: Matthew Romano
 - Vice President: Teuta Ramusevic
 - Treasurer: Damon Young
 - Secretary: Gema Amador or Selena Balbuena
 - Promotions: Victoria Scialpi or Gema Amador

➤ **Board of Activities (BOA):**

- Student elections have taken place and both campuses have started with regular meetings and events.
- Middletown Board of Activities officers and positions are as follows:
 - President: Michael DeRubeis
 - Vice President: Mariela Bellido
 - Secretary: Krystal Valentin
 - Promotions Committee Chair: Akyira Esson
 - Community Service Chairs: Micaela Campbell, Hannah Ottens
 - Athletic Committee Chair: Kaitlyn Van Dalen
- Newburgh Board of Activities officers and positions are as follows:
 - President: Jasmine Flashman
 - Vice President: Teuta Ramusevic
 - Secretary: Jenny Benitez
 - Promotions Committee Chair: Gema Amador
 - Recruitment Chair: Stephanie Heredia

➤ **Events/ Programs**

- **Student Life Day**
 - Student Life Day September 10, 2014: Student Life Day is run by the Middletown Board of Activities and includes food and fun novelties for the students to participate in. Student Life Day also allows other clubs to recruit new members to their organizations and students to get involved with student life. Faculty and Staff also participated by running different booths and inflatable attractions.
- **Newburgh Involvement Fair**
 - Newburgh Involvement Fair September 11, 2014: The Involvement Fair is run by the Newburgh Board of Activities and also includes food and fun novelties for the students to participate in. Much like Student Life Day, it allows students to become involved in student life, and allows clubs to recruit new members.
- **I Am A Leader Program**
 - A program for emerging leaders. There are 18 spots available in each workshop and 12 Students have signed up to complete the entire program (6 workshops). These students will receive a certificate for completing the

program and will be recognized at the Annual Awards Convocation. This achievement will become a part of their permanent record at the College.

VI. OLD BUSINESS: N/A

VII. BOARD CHAIR COMMENTS:

Chair Wolfe thanked everyone for their support of her chairmanship for the last seven years reflecting on all the work done these past several years at the College. She noted that former trustees Herb Gareis and Roberta Ginton would be proud to see all that President Richards has accomplished at the College. Her most proud accomplishments are the creation of the trustee orientation process, the activation of the board standing committees, development of a strong relationship with the Foundation board, and the creation of the trustee scholarship. She thanked the trustees for their hard work during the Middle States process and noted that it has been an honor to be so involved at the College.

VIII. COMMITTEE REPORTS:

President's Performance Review and Compensation:

Trustee Ullrich reported that she met with President Richards over the summer to discuss his performance and retirement. She noted that everything the trustees requested of President Richards was done "in an exemplary and admirable way" and the board will be sorry to see him leave.

IX. COMMENTS FROM THE PUBLIC:

- Rich Rowley thanked Chair Wolfe for the "phenomenal job" she has done and for her leadership at the College.
- Mr. Rowley also suggested that the College reach out to Pat Dollard at the Center for Discovery with regard to the new proposed program for special children.

X. NEW BUSINESS:

Approval of Slate of Officers for AY 2014-2015

Trustee Hunter reported that the Governance and Nominating committee recommends the following slate of officers for AY 2014-2015:

- Helen Ullrich, Board Chair
- Margaret Murphy, Vice Chair
- Fred Watson, Secretary

A motion was made to approve Slate of Officers as recommended:

Krahulik/Hunter
Unanimous

A short break was taken and the board gave Immediate-Past Chair Wolfe a gift. Trustee Ullrich thanked Chair Wolfe for her leadership, dedication, and commitment to the College.

After the break, Helen Ullrich took over as the Chairman of the SUNY Orange Board of Trustees and continued with the board agenda:

Chair Ullrich thanked the board for the confidence placed in her noting that she looks forward to the year ahead.

Approval of Presidential Search Consultant:

Chair Ullrich reported that preliminary work has been done by Trustees Wolfe, Krahulik and Watson and they interviewed several search firms that specialize in community college presidential searches.

Trustee Wolfe reported that the VP for Administration and Finance's office put out RFPs for consultants, resulting in four firms for trustees to evaluate. The firms were Pauly Group, RPA Inc., AGB Search, and R.H. Perry. She indicated that the fourth group, R.H. Perry, was very impressive and they have completed more than 170 executive searches for community and technical colleges since 1990. VPAF Smith was able to negotiate a contract with R.H. Perry for \$35,000. The R.H. Perry organization is familiar with the Hudson Valley area and they have been involved in several searches in this area. Trustee Wolfe recommended that the board approve the hiring of R.H. Perry for the presidential search.

Trustee Krahulik made a motion to first approve the forming of a search committee at the College for the purpose of hiring a new president.

A motion was made that the board of trustees' appoint a presidential search committee.

Krahulik/Hunter
Unanimous

A motion was made to approve the retaining of R.H. Perry as the presidential search consultant.

Krahulik/Watson
Unanimous

Trustee Watson noted that there was much discussion about whether the College was in a financial position to hire an outside search firm. The consensus among board members was that the College needs a search firm as suggested within the SUNY Guidelines. The board wants to make sure the process moves along expeditiously and meets the objective of finding the right candidate.

Trustee Krahulik reported that the Audit and Finance Committee met and the College ended the 2013-2014 academic year with a surplus, which will be placed in a contingency fund. For 2015, the College has budgeted \$35,000 toward the fees for a presidential consultant.

Chair Ullrich noted that the small group's decision to use technology was very important in keeping the cost down.

XI. BOARD DISCUSSION:

Board Committee Appointments for AY 2014-2015:

Chair Ullrich reviewed a memo denoting Board Committee Appointments for AY 2014-2015 and all agreed to the appointments. In addition, it was decided that Student Trustee Reid and Chair Ullrich will represent the board at College Association meetings. Finally, Trustee Hunter and Chair Ullrich will represent the board at Foundation Board meetings.

Presidential Search Discussion:

Chair Ullrich led a discussion regarding the upcoming presidential search as follows:

It is important that the board review the qualifications that the next president should possess. Trustee Watson requested that the board clarify that the search committee will follow the SUNY Guidelines, deviating only if necessary and all agree to do so.

A motion was made to use the “SUNY Guidelines” as a guideline with the ability to deviate if necessary

Watson/Krahulik
Unanimous

Chair Ullrich noted that a committee must be appointed and the leadership needs of the College must be determined for the foreseeable future. President Richards and Past-Chair Wolfe created a preliminary list of qualifications over the summer, which was distributed to the board in preparation for this meeting. Chair Ullrich asked for feedback and comments from the board. Trustee Wolfe reiterated that it is necessary for the qualifications to be categorized as “Required” or “Preferred”.

Trustee Krahulik suggested the board use technology to create a rating scale to determine what is most important on the list.

Chair Ullrich reviewed her feedback to the qualifications and these changes were agreed to by the board.

VP Bernier offered to create a survey for the board to complete and he will send the survey to all trustees to be completed within a week. The IT Department will create a report that rates the qualifications and also indicates “required” and “preferred.” Trustees will complete the survey by Tuesday, October 23. Trustee Wolfe asked that the search committee be able to give their feedback at the first search committee meeting so that they participate in the process of developing qualifications.

A motion was made to appoint Trustee Wolfe as Search Committee Chair:

Krahulik/Watson
Unanimous

Appointment of Presidential Search Committee:

The following motions were made to appoint the members of the search committee (with the understanding that the search committee chair be able to act for the board should changes be necessary.)

Trustees: Fred Watson, Bob Krahulik, Sister Margaret Murphy	Hunter/Wolfe (Unanimous)
Vinnie Cazzetta, VP for Institutional Advancement	Wolfe/Krahulik (Unanimous)
Rich Rowley, Chair Foundation Board	Krahulik/Wolfe (Unanimous)
Michelle Iannuzzi-Sucich, Faculty Member, Biology	Krahulik/Hunter (Unanimous)
Flo Hannes, Faculty Member, OTA	
Tony Cruz, Faculty Member, English Department	
Madeline Torres-Diaz, AVP for Student Engagement & Completion	Hunter/Krahulik (Unanimous)
Maria Calvaruso, CSEA	Krahulik/Hunter (Unanimous)
Open, CSEA (Newburgh Campus)*	
*The board gave the Search Committee chair authorization to appoint a Newburgh campus CSEA representative	Krahulik/Hunter (Unanimous)

Students (one from each campus)*	Krahulik/Hunter (Unanimous)
*The board gave the Search Committee chair authorization to appoint two students. President Richards noted that VP Broadie will provide the names of the two students after Student Senate elections.	
Michelle Tubbs, President of Shared Governance	Kraulik/Hunter (Unanimous)
Kathy Malia, President of Faculty Association	Wolfe/Krahulik (Unanimous)
Frank Traeger, President of Staff/Chair Association	Wolfe/Krahulik (Unanimous)
Barry Chaney, Legislator	Krahulik/Watson (Unanimous)
Chris Eachus, Legislator	Krahulik/Watson (Unanimous)
Karen Miller, Alumna (Foundation Board)	Wolfe/Watson (Unanimous)
Corinna Stoker, Alumna (Former Student Trustee)	Wolfe/Watson (Unanimous)
Open, SUNY Liaison*	
*This appointment will be made by the Chancellor at a later date	
Lou Heimbach, Community Representative	Krahulik/Hunter (Unanimous)
Kevin White, Community Representative	Krahulik/Hunter (Unanimous)
Carol Murray, Executive Assistant to the President*	Wolfe/Hunter (Unanimous)
*Trustee Watson noted that the trustees asked consultants during their interviews whether this position has been appointed to search committees in the past and were told that there is no issue with this.	
Pete Soscia, Senior Associate Vice President, Newburgh	Krahulik/Hunter (Unanimous)
Ronnie Galletly, Assistant to Vice President for Administration and Finance	Wolfe/Watson (Unanimous)

Trustee Hunter inquired about timelines and Trustee Wolfe noted that letters will go out to search committee members soon, thanking volunteers and appointing committee members. A timeline will be created after that time and Trustee Wolfe noted that the search committee will move quickly.

XII. EXECUTIVE SESSION: N/A

XIII. BOARD ADJOURNMENT: At 6:45 PM a motion was made (Wolfe/Krahulik) to end the meeting.

Respectfully submitted,

Carol A. Murray
Secretary to the Board

***NEXT BOARD MEETING: BOARD RETREAT
Wednesday, October 15, 2015
Music Room, Morrison Hall
Middletown Campus
5 PM***