

**MINUTES OF THE ORANGE COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES' MEETING & RETREAT  
Wednesday, September 20, 2017  
Board Room, Tower Building, Newburgh Campus**

Present: H. Ullrich, D. Benson, S. Laden, T. Hunter, B. Krahulik, F. Watson, J. Wolfe

Absent: M. Murphy, G. Mokotoff

**I. CALL TO ORDER** – Chair Ullrich called the meeting to order at 4 PM

**II. CONSENT AGENDA**

Chair Ullrich requested a motion to approve the Consent Agenda:

- A. Approval of regular minutes from June 6, 2017 and August 16, 2017
- B. Approval of Financial statements for June, July and August 2017
- C. Approval of Appointments:

**FACULTY:**

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Michele Ascione	Instructor F/T Tenure Track Diagnostic Imaging	AY 2017-2018
Mary Buck	Instructor F/T Temporary Nursing	AY 2017-2018
Lore Hannes	Instructor F/T Temporary Behavioral Sciences	AY 2017-2018
Pamela Hylton	Instructor F/T Temporary Nursing	AY 2017-2018
Miroslav Krajca	Instructor F/T Tenure Track Computer Science and Technology	AY 2017-2018
Dustin McCall	Instructor F/T Tenure Track Science, Engineering and Architecture	AY 2017-2018
Donna Minicucci	Instructor F/T Tenure Track Nursing	AY 2017-2018
Bonnie Myers	Instructor F/T Tenure Track Nursing	AY 2017-2018
Charles Passarotti	Instructor F/T Tenure Track Science Engineering and Architecture	AY 2017-2018

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
David Peterson	Instructor F/T Tenure Track Mathematics	AY 2017-2018
Christian T. Golden	Instructor F/T Temporary Computer Science & Technology	AY 2017-2018
Michael Quinn	Instructor F/T Tenure Track Global Studies	AY 2017-2018
Karen Rothman	Instructor F/T Temporary Mathematics	AY 2017-2018

**STAFF:**

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
John Burriss	Senior Server Administrator Grade II Information Technology	September 11, 2017
Brenda Capuano	Programming Coordinator Grade II Information Technology	August 21, 2017
Brandee Williams	Interim Math Resource Coordinator Grade II	August 21, 2017
Likkia Moody	Director of Newburgh Campus Grade III VP Institutional Advancement	October 2, 2017

**MANAGEMENT CONFIDENTIAL:**

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Susan Boyhan	Interim Assistant to VP Academic Affairs	July 31, 2017
Keara Forward	Assistant to VP Administration and Finance	September 11, 2017
Michael A. Tharp	Chief Information Officer Information Technology	September 11, 2017
Dena O'Hara Whipple	Interim AVP for Learning and Student Success Academic Affairs	July 24 2017
Lorraine Lopez-Janove	Chief Diversity Officer SUNY Orange SUNY Ulster SUNY Sullivan	September 5, 2017

D. Approval of Retirement

**MANAGEMENT CONFIDENTIAL:**

<u>Name</u>	<u>Title</u>	<u>Years of Service</u>	<u>Effective Date</u>
Robbin Raso	Assistant to VPAA	11	August 11, 2017

**III. A. PRESIDENT’S REPORT – Dr. Kristine Young**

- VP Cazzetta has been serving as Newburgh Campus Executive and spending 3 days per week at the Newburgh Campus, providing guidance on operational matters. In addition, Likkia Moody has been hired as Director of the Newburgh campus and will begin in October.
- Welcome to two new employees:
  - Lorraine Lopez-Janove, Chief Diversity Officer for SUNY Orange, SUNY Sullivan and SUNY Ulster.
  - Michael Tharp, Chief Information Officer
- President Young recently attend the SUNY All President’s meeting in Albany followed by an NYCCAP meeting for community college presidents. She had the opportunity to hear from Chancellor Johnson, who cares very much for the mission of Education. The community college presidents discussed the state-funding model and many feel a need for it to be revised.
- A letter was received recently from State Government noting that the EOP program will be permanent and funding can be counted on indefinitely.
- Enrollment:
  - Short-term, there are not as many students enrolled however the structure is changing with regard to student body which has also been the case at other colleges.
  - VP Brusati noted:
    - Headcount is down 6% and FTE is down 5% which can be attributed to the new system for payment, however the new system is working well in the long-run and will help students to commit and the College to retain students.
    - At this time, the College has \$560,000 more in hand at the start of the semester, 1398 students signed up for payment plans, and 2916 student fully packaged for financial aid.
    - Marketing and Outreach efforts have been done in multiple ways to increase Enrollment.
    - There were 260 applications for the Excelsior program with 178 approved and 130 ultimately awarded. The Foundation has identified 30 students, who did not meet the Excelsior criteria who they may be able to assist.
- Congressman Maloney will hold a “Millennial Town Hall” on Monday, October 16 from 6 – 9 PM in Harriman 111 (Middletown Campus) and virtually at the Newburgh Campus (Tower 307)

**B. REPORT OF THE COLLEGE GOVERNANCE SYSTEM – Paul Basinski**

- The first Assembly meeting was held on September 25 and Executive Committee has met twice.
- Governance Standing committees have been organized and meetings scheduled but some faculty and staff positions still need to be filled.
- Standing committees will have student representation hopefully by early October.
- Dr. Young has given the standing committees one overall recommendation this Academic Year as opposed to recommendations to individual committees. She has asked the committees to recommend actionable strategies that will aid in enrollment and retention of students.

### **C. REPORT OF THE STUDENT TRUSTEE – Cindy Maleike**

#### **➤ BOA & Events Both Campuses**

##### **Past Events:**

- Welcome week: The first week of Fall classes started with staff and administrative personnel welcoming current and new students at a variety of events. A Cereal Bowl event was hosted on both campuses and it was a hit among students. Some instructors and student leaders wore the “I’m Here to Help” button to assist new students.
- Connections week: The third week of September was full of activities and events to incentivize students to connect, explore clubs and organizations, and network with one another.
- Celebrating the US Constitution: Constitution Day was September 17 and was celebrated on Monday September 18 with presentations by Global Studies professor, Gregory Geddes, PhD. US constitution booklets were handed out for free at both campuses.

##### **Future Events:**

- Juan Carlos Piñeros will host a workshop on meditation and mindfulness on September 20th in Kaplan Hall at the Newburgh campus.
- Spray can artist Joe will be demonstrating his skills on September 26 in the Middletown campus.
- The “I am a Leader” program will begin workshops on October 12. The program offers 6 workshops through the academic year and is aimed to encourage students to learn leadership skills and be an active member of society. Workshops are offered at both campuses.

##### **Student Senate:**

##### **Both Campuses**

- Mr. Steve Harpst will be the senate advisor for both campuses going forward.
- Both senate presidents will meet once a week.
- Clubs are no longer allowed to do bake sales to raise funds. Clubs can host events and fundraising events that do not involve food (other than free refreshments and Pepsi products only.)
- Clubs will be encouraged to host events for broader audience to obtain grants.
- Food giveaways for clubs have been cancelled going forward.
- Colt Night will be held on Friday, October 6.
- First ICC meeting date has been determined.
- Treasurer training workshop was hosted on September 7 and 11. Clubs were encouraged to send club treasurers to the workshops.

##### **Middletown**

- Current transitional chair is Samantha Penso.
- Senate elections were delayed by 1 week due to the lack of interest by students in becoming school senators.
- Elections for the new senators will be held on September 20, 21 and 22.
- Clubs must submit their budgets by September 21.

##### **Newburgh**

- Current transitional chair is Bolaji O. Anjorin.
- Number of voting senators was reduced due to the lack of interest by students to be part of school government.

### **D. College Association – Vinnie Cazzetta**

- At week 3, the Micro-Market feedback has been good and sales have been on-par with food service sales last year, less the expenses.
- Some suggestions have been made by students, faculty and staff. VP Cazzetta is working with Pepsi to accommodate these.
- VP Cazzetta is meeting with Pepsi representatives monthly to provide feedback.

- The food truck from Alan's Falafel has been received very well and the truck is at Middletown Campus 3 days per week and Newburgh 2 days per week.
- VP Cazzetta is meeting regularly with representatives from Follett regarding the book store and renovations have begun at the Middletown Campus. Students are purchasing and wearing the new apparel.
- Enrollment at the Newburgh Lab School has increased, even with one less classroom. The enrollment at the Morrison Lab School in Middletown has decreased slightly in the Commuter sector.
- Three new students are now on the College Association Board:
  - Cindy Maleike
  - Samantha Penco
  - Bolaji AnjorinVP Cazzetta will meet with each of them to review BOT Policy 2.19 regarding student fees available for student use.
- VP Cazzetta noted that, due to change of responsibilities, Glen Connoly, Director of Auxiliary Services, now has an updated job description.

#### **E. FOUNDATION BOARD – Russell Hammond, Executive Director**

- At the recent Foundation Board meeting, 4 new directors were hired:
  - Marlene Janker, MSPT, CSCS
  - Adam James McCarey
  - Joseph Wojciechowski
  - Student Board Director: Rachel Caron
- The Scholarship Awards Ceremony will be held on Wednesday, October 18 with reception beginning at 5 PM (Orange Hall Gallery) and ceremony at 7 PM (Orange Hall Theatre)
- New software has been purchased for Scholarship management and the goal is to adopt the new program in January 2018.
  - Chair Ullrich expressed concern regarding student confidentiality. Dr. Hammond assured her that this has been addressed.
- The Foundation Retreat will be held on Monday, October 16, 2017 at 8 AM at Home2 Suites by Hilton in Middletown. Breakfast and lunch will be provided and the topic of discussion will be the Foundation's Strategic Plan, which was effective through 2017, and now requires an updated plan.

#### **F. SPECIAL REPORTS:**

##### **FACILITIES MASTER PLAN: Phase 1 (Tenee Casaccio, JMZ Architects)**

Ms. Casaccio gave a comprehensive overview of the College's Facilities Master Plan - Phase 1 noting the following:

- A Space Study was completed along with a review of the 2015 Facilities Master Plan
- Total cost of implementation of the plan has been reduced by \$99 Million to a cost of \$183 million.
- Master plan themes reviewed and options prepared in July with focus on College's strategic priorities: Awareness and Access; Student Support and Success; Collaboration and Communication; Efficient and Effective Operations
- In Phase 1:
  - Addition to Shepard Student Center to create new "front door" to include a large community event space and Admissions Welcome Center designed to advance recruitment efforts, remove barriers for admission and streamline admissions process.
  - Renovations to Shepard Student Center to provide new space for essential student services.

- Enhance primary campus intersection on South Street
- Horton Hall will be renovated for Student Activities, Career Services, EOP, TRIO, and Honors Program which will further strategic efforts to improve student engagement and retention
- Facilities and Security will move to Shepard Center ground floor
- Human Resources and Payroll will consolidate with Student Accounts on second floor of Shepard Student Center.
- Lower level of Orange Hall will be available for growing New Media Program.
- Costs and Phase in summary reviewed.
- Discussion ensued

**IV. NEW BUSINESS:**

- 1) Motion to Approve Facilities Master Plan Implementation: Phase 1

***A motion was made to approve*** Facilities Master Plan Implementation of Phase 1

Wolfe/Murphy  
Unanimous

- 2) Motion to approve Resolution No. 1: Instructional Equipment for Academic Affairs and Student Services

***A motion was made to approve*** Instructional Equipment for Academic Affairs and Student Services

Ullrich/Krahulik  
Unanimous

**V. OLD BUSINESS:**

Trustee Krahulik requested that the College investigate the undertaking a Cyber Security Survey. President Young noted that this is in process at first level and will be reported on at the next board meeting.

**VI. BOARD CHAIR COMMENTS:**

Chair Ullrich reported the following:

- NYCCT Conference is October 20-21 in Syracuse at the Doubletree Hotel. A special session for Student Trustees is Thursday October 19 from 12-3 PM. Trustees should let Carol Murray know if they would like to attend.
- ACCT Governance Leadership Institute is March 21-23, 2018 in San Antonio at the Westin Riverwalk.
- Committee assignments for AY 2017-2018 were distributed at places. Assignments are the same with the exception of the President's Performance Review Committee which will be chaired by Tom Hunter. Trustee Watson will remain a member of the committee.
- The BOT meeting schedule has changed, per discussion in August:
  - May 16 meeting is moved to May 23
  - May 23 is a half-day retreat
  - June 5 meeting is cancelled
- At board places:
  - Updated trustee bios
  - AY 2017-18 reference documents
  - Events 2017-18
  - Foundation Events
  - "I am a Leader" Series

- Chair Ullrich commends Dorothy Szefc and the Cultural Affairs department for the many wonderful events and noted that she recently attended the Coltrane series. There are many upcoming programs including one on the U.S. Constitution and many ongoing films, music, children's programs. Trustees should consider adding their names to the mailing list!

**VII. COMMITTEE REPORTS:**

**Academic and Student Services Committee:** N/A

**Audit and Finance Committee:**

The College is facing many challenges and more ahead with reduced enrollment and financial pressures. Though there is a fund balance, with the lower number of applicants, the College will need to be diligent.

**VIII. COMMENTS FROM THE PUBLIC:**

- Professor Diane Bliss noted
  - FCCC (Faculty Council Community Colleges) had a lunch meeting with Chancellor Johnson and look forward to the prospect of working with her.
  - Professor Bliss will attend 3 upcoming events: Campus Governance Leadership Institute, Plenary Meeting, and FCCC road show events at various colleges to talk about Shared Governance.

**IX. BOARD DISCUSSION:**

- Trustee Wolfe noted that the Housing Task Force committee will visit Schenectady County Community College on 10/2 and she will report to the board in October.

**X. BOARD ADJOURNMENT:** The meeting was adjourned (Krahulik/Watson) at 6.25 PM.

**XI. EXECUTIVE SESSION:** An executive session was held, beginning at 6:34 PM for the purpose of discussing employment and/or other matters, due to a request by the State of New York. Trustee Wolfe later reported that the Executive session ended at 7:14 PM.

Respectfully submitted,

Carol A. Murray  
Secretary to the Board

*Wednesday, October 18, 2017  
4 PM Board Meeting  
Music Room, Morrison Hall  
Middletown Campus*