

**MINUTES OF THE ORANGE COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES' MEETING
Wednesday, January 21, 2015
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, A. Reid

Absent:

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 November 19, 2014 (December meeting cancelled)
- B. Approval of Petty Cash Reimbursements and Financial Statements for Nov & Dec 2014
- C. Approval of Tenure Recommendation Memo

<u>Faculty</u>	<u>Department</u>
Cartmell Warrington	Applied Technologies
Michele Farrell	Arts and Communication
Christine Henderson	Behavioral Sciences
Mercedes Ebbert	Biology
Donald Urmston	Business
Gregory Geddes	Global Studies
Andrew Magnes	Science, Engineering and Architecture
Nancy Murillo	Library
Donna Avery	Mathematics
Josh Lavorgna	Mathematics
Betty Ann Easton	Nursing
Ana Guzman	Nursing
Linda Kelly	Nursing
Dagmar Strenk	Nursing
Stephanie Herfel	Library

D. Approval of Tenure Denial Memo

<u>Faculty</u>	<u>Department</u>
Lynn Houston	English Department

E. Approval of Retirements Memo

<u>Staff/Chair</u>	<u>Discipline</u>	<u>Years of Service</u>	<u>Effective</u>
Pat Slesinski*	Department Chair Nursing	31	May 2015

*At the same time, the Board granted the approval of Professor Emeritus for her 31 years of dedicated service to the College.

In addition, the Board granted that she receive the early retirement incentive.

<u>Management Confidential</u>	<u>Discipline</u>	<u>Years of Service</u>	<u>Effective</u>
Roz Smith*	Vice President Administration & Finance	35	February 2015

*At the same time, the Board granted that she receive the early retirement incentive.

A motion was made to accept consent agenda for approval.

Krahulik/Benson
Unanimous

III. PRESIDENT'S REPORT (President Richards):

- VP Perfetti's last day is Friday, January 23rd and the Interim VP for Academic Affairs will be Stacey Moegenburg. AVP Moegenburg's current BMST responsibilities will be redistributed to AVPs Fedrizzi & Gawronski for the time being.
- VP Smith will retire on February 27th and JoAnn Hamburg will become the Interim VP for Administration and Finance. Cynthia Richichi, currently Assistant Comptroller, will assume the position of Interim Comptroller.
- VP Broadie's last day will be March 6th at which time he will become the new president of Housatonic College. Gerianne Brusati will become the Interim VP for Student Services.
- These interim positions will most likely be in place for a year or so.
- The new Lab School Director is Mary Gamory, who was a teacher in the Special pre-K Education department at Middletown schools and she brings much experience to the position. Milennis Gonzalez is the Director of the Lab School at Newburgh. She is doing a wonderful job and is out in the community quite a bit. The programs are now fully enrolled under the leadership of Jennifer Mirecki, of our Education Department. The team is exceptional and very strong.
- The Middle States commission visit is scheduled for March 31 and April 1. The agenda will be given to the board when it is available. The team will be reviewing the College's progress on Standard 14: Student Learning Outcomes and Assessment. On the morning of April 1st there will be an exit briefing to brief the College on the visit.
- The College's Startup New York application was approved by Albany in December 2014. There is currently one approved client, from Oregon, a soil enrichment and conservation company. This organization will use the Devitt Center for Botany and the Rowley Center for Science and Engineering and will hire students as interns for research, etc. Three or four other applications are in process and the Orange County Accelerator and Orange County Partnerships are very involved in the startup New York projects from the very beginning.
- John and Marilyn D'Ambrosio donated a beautiful pool table to the College and the Foundation will recognize the gift. It is located in the Student Activities area in the Tower Building at the Newburgh Campus.
- Enrollment for this semester is down approximately 4% in headcount and 3.8% in FTEs. This may change somewhat after the CCHS numbers are available and counted in.
- The County Executive had appointed a new trustee for the College, James Hendry, however Mr. Hendry withdrew his application. The County Executive requested a list of Alumni who live in the Port Jervis area and he will review the list and consider when filling the open position on the board.

- The County Executive also requested a list of accomplishments at the College this past year to include in his state of the county address in March. The list will be provided.

Trustee Krahulik asked for clarification on the report of % decline in enrollment, noting that financial documents reviewed at the Audit and Finance committee by VP Smith showed only a 2% decline in enrollment. VP Smith stated that the information was updated this afternoon and is most current. The 2% decline is the accurate number as of today.

President Richards noted a recent news report on ABC News regarding the disparity between immigration and emigration for New York State and the numbers are staggering. The research shows a survey done of the major moving van lines shows that people are going South and West but they are not moving into New York. This problem is reflected in our enrollment and that of our sister colleges.

- President Richards gave a brief report on the Bridges program noting that a full report, defining the scope of the program, will be given at the February board meeting by AVP Gawronski.

In general, College Administration looks at 5 criteria when considering programs at the College. The most important is identifying internal leadership (in this case Mike Gawronski). The second criteria is to define the project plan (goals, outcomes, measures of success, staffing, equipment, space.) The third criteria is to define level and source of startup funds if we do not have them in-house (which in this case we do not.) Criteria 4 is to identify the level and source of sustainability funds to ensure that the program will be successful in the long-term. Finally, criteria 5 is to identify and define the rules of partnership.

In the case of Bridges concept, the Administration has identified the beginning of good plan for serving this population, goals and outcomes have been defined, initial staffing needs are known, and types of equipment and space needs have been identified. Startup and sustainability funding needs have been identified along with the projections as to when the program will become self-supporting. A good strong list of partners has been developed including AHRC and others. Given enrollment loss at the College, President Richards stressed that these types of projects are also valuable to the future good health of the College. This population is a good example of a group the College has not reached out to in the past.

Discussion ensued regarding how this program is different than the services currently offered by the Office for Accessibility Services for students. President Richards noted that this population of students has needs that we do not currently have the resources or staff to assist them with. Social, emotional and workforce training is what the College can offer with the Bridges program so that they can be productive members of society. The goal is to bring each of these students to the highest level of independence that they can achieve after having graduated high school.

Further discussion ensued, at length, regarding the funding of the program, avenues of support for the program, and staffing needs.

Trustee Ullrich noted that because this is a new program, that is entirely different, the trustees felt that the program is one that will need to be voted on by the board. President Richards stated that the trustees cannot vote until all criteria in reviewing the program have been met.

- IV. **REPORT OF THE COLLEGE GOVERNANCE SYSTEM** – Michelle Tubbs was not at the meeting therefore in the interest of time, Chair Ullrich asked for a motion to place the governance report into the minutes rather than read the report.

A motion was made to add the Report of the College Governance System to the meeting minutes.

Krahulik/Benson
Anonymous

- The first Assembly meeting of the Spring 2015 semester was held on Wednesday, January 14th. At this meeting, the Assembly approved revisions to the following academic policies:
 - Policy 7: Graduation Participation
 - Policy 15: Course Pre-requisites/Permitted Lists
 - Policy 25: Official Withdrawals.These Assembly approved academic policy revisions will be sent to President Richards for review and approval.

- As a follow-up to the planning and prioritization recommendation that Executive Committee sent to President Richards on behalf of the Planning & Budgeting for Institutional Effectiveness (PBIE) Committee, the PBIE Chair & Co-Chair and the Governance President & VP met with President Richards and the VPs and laid out a plan for the PBIE Committee for this spring semester as a pilot for getting them re-involved in institutional planning and resource allocation activities. The work of the committee will result in them producing a report mid-spring that:
 - 1) reviews the effectiveness of the outcomes of division plans and the extent to which those outcomes advanced the strategic priorities;
 - 2) identifies additional themes that cross-cut individual units/departments;
 - 3) notes such overlaps and/or competing elements in division plans or outcomes and recommends remedies
 - 4) recommends changes to strategic priorities and/or any part of the planning process or the allocation of resources and
 - 5) compiles a list of actions that scored highly.This report will serve as a reference for all the administrative levels during resource allocation activities in the late Spring and Summer, just prior to the next academic year. All initiatives included in this report should then receive status updates in the academic year and for one year after their intended implementation.

- In mid-November, the Executive Committee on Governance sent a recommendation to President Richards and VP Roz Smith on behalf of the Campus Safety & Security Committee communicating concerns and suggested remedial measures regarding:
 - 1) safety concerns due to vehicles stopped and standing while picking up and/or dropping off students along East Conkling Avenue in Middletown in the vicinity of the Physical Education Building;
 - 2) safety at the Middletown parking structure where pedestrians cross the traffic lanes at the garage entrance from East Conkling Avenue from the spaces adjacent to Wawayanda Avenue
 - 3) pedestrian and vehicle safety at the entrance to the Kaplan Hall parking garage at First Street in Newburgh.The administration has replied that they are meeting and following up with the appropriate constituents (Mayor Destefano & Middletown Common Council, SUNY Orange Facilities & City of Newburgh) to pursue and/or investigate the feasibility of the suggested remedial measures.

- Executive Committee is wrapping up its review of the revisions to the Governance Constitution & By-Laws that are being suggested by the Governance Constitution & By-Laws

Review & Revision Task Force. A revised Constitution & By-Laws document will be presented to the Assembly for review and discussion during the Spring 2015 semester, and ultimately a vote prior to the end of the Spring 2015 semester.

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

November/ December

- **Middletown B.O.A.** Held their second Holly Jolly Holiday Party in December. This event was opened to students, faculty/staff and their families free of charge. B.O.A. provided a holiday meal and crafts/activities for the families as well as gifts for the children.
- **ICC:** Discussed advisors duties and responsibilities.
- **Mike DeRubeis (Middletown) & Matthew Romano (Newburgh)** were both selected to attend the NACA Nationals Conference in February in Minnesota.
- **Newburgh & Middletown Senate Bonding early December.**
- **Senate approved and purchased Earth Flags which were hung around campus symbolizing unity.**

January

- Students from Newburgh and Middletown B.O.A. & Senate participated in an annual leadership/ team building retreat early January. Attendance was at an all-time high with a total of 34 people. Workshops and sessions were led by Advisors, Students, and a special session ran by Professor Bob Mullin.
 - **One Stop:** Students have been complaining about the long lines and wait time for the one stop.
- The Middletown and Newburgh student senates have a very strong bond, possibly the strongest it has been.
- There have been some complaints regarding the One-Stop Center and one student in particular was upset about having to wait on line for 2 hours to pay for new parking permit and student ID. While it is the beginning of the semester, this is not the first complaint.

VP Broadie noted that 751 people went through the one stop center just yesterday and this large group was not anticipated for. Many students waited until the last day to get their registration processed. Student Services is looking at ways to encourage students to come in earlier, versus waiting. Trustee Ullrich suggested that Student Senate and Student Activities work together to help students understand that it is best to register early.

Student Trustee Reid also distributed the Student Activities Spring 2015 flyer to trustees.

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

VII. **NEW BUSINESS:** (Moved to the end of the meeting)

VIII. **BOARD CHAIR COMMENTS:**

- Chair Ullrich announced that NYCCT is proposing a summer trustee institute for new student trustees which would be held in July. NYCCT wants to determine if this would be a better option

for students, rather than September. SUNY Orange trustees are chosen in June and Chair Ullrich noted that she has responded that June might work but further feedback from the board was requested. Student Trustee Reid said that she felt it would be more preferable in the summer and if known in advance, students could plan for it.

- The Holiday reception held on December 11th was a lovely event and Chair Ullrich thanked Trustees Krahulik, Hunter, Wolfe and Benson for attending.
- The College Association appointed VP Vinnie Cazzetta as the new Executive Director of the College Association. Dan Bloomer resigned effective the end of year.
- At the November board meeting, a policy manual was distributed but then withdrawn due to need for further work to be done. Chair Ullrich met with VP Smith and AVP Holmes to review the document and SUNY has provided advice also. AVP Holmes is reviewing the document and it will be distributed to the board at a later date. The small board committee tasked with reviewing the board bylaws met and has made some minor changes which will be incorporated into the policy manual.
- The March board meeting has been changed to March 11th with a snow date of March 18th. The meeting will be held in Middletown and a meeting room is yet to be determined. The Presidential Search committee will meet with the board during an Executive Session at this meeting to discuss the search and their recommendations. At that point, the board can vote for their choice however it will be subject to a campus visit to the candidate's current campus. The appointment is subject to the Chancellor's approval before announcements are made.

Trustee Wolfe noted that the Presidential Search Committee has worked closely with the Chancellor's office and 12 candidates will be interviewed on the weekend of January 31 and February 1st at an off-site location. As soon as the schedule of final candidates is available it will be distributed. Trustee Wolfe commended Susan Boyhan for her hard work and efforts to make sure the process runs smoothly. Chair Ullrich thanked the board members for the time they have given to this committee and Trustee Wolfe stated that the search committee members have wonderful expertise which will ensure that the choices to be made are in the best interest of the College.

Trustees will meet separately with each finalist and will also have dinner with the finalists on the second day of each of their visits.

- The joint dinner with the Foundation Board has been moved to April 15th (rather than March)

IX. COMMITTEE REPORTS:

Academic Programs and Services Committee: No report given

Audit and Finance Committee:

- Enrollment continues to decline at approximately 2% per year.
- Revenue for period ending December 31st was roughly on target with what was budgeted. There were revenue increases in some categories and some substantial decline in others, but surprisingly revenue wasn't as bad as what would be expected with 2% decline in enrollment.
- Financial challenges remain but the Administration has done a good job at dealing with the issues.

Chair Ullrich noted that the committee also discussed the issue of CCHS (community college in high school) and whether the criteria allowing students to take courses was correct. Currently, the College requires an average of 85% in order for students to take college courses. Some school superintendents have pointed out that many students are at the 75 to 85% level in high school and request that we review our requirement, to allow more

students to take our course. The Academic and Student Services committee will be asked to review this and see if the number of high school courses can be increased.

Trustee Krahulik also noted that the committee approved model language for a board policy on the general fund balance which the committee hopes to maintain in the future. The policy will be presented at the next board meeting for approval.

At this point, New Business was reviewed and discussed as follows:

NEW BUSINESS:

A motion was made to approve Resolution No. 3: Approval of 2014-2015 New Employee Titles

Hunter/Benson
Unanimous

A motion was made to approve Resolution No. 4: Resolution of Support for the Stipulation of Agreement between the County of Orange and the Orange County Community College Faculty Association

Krahulik/Hunter
Unanimous

Chair Ullrich asked that VP Smith give an explanation of the terms of the contract.

VP Smith reported that the terms of both the Faculty Association and the Staff and Chair Association are the same, for the purposes of salary. This is a five-year agreement as follows:

- o For 2012-2013 there will be no retro
- o For 2013-2014 there will be a \$1000 one-time payment to all full-time members, not included in base.
- o For 2014-2015 there will be a 1% increase
- o For 2015-2016 there will be a 1% increase
- o For 2016-2017 there will be a 1.5% increase.

The other major change is in health insurance contributions. For those members who are required to contribute, currently it is an 11% contribution with a maximum of \$1000 for individuals and \$1825 for family. This remains in effect until January 1, 2016 at which time it will increase to a 13% contribution and the cap will go to \$1300 for individuals and \$2300 for family.

There are also nominal increases in the Staff and Chair contract to the chairman's stipend and to the PhD stipend.

A motion was made to approve Resolution No. 5: Resolution of Support for the Memorandum of Agreement Between the County of Orange and the Orange County Community College Staff and Chair Association

Ullrich/Mokotoff
Unanimous

A motion was made to approve Resolution No. 6: Resolution of Recognition for Heather Perfetti, Vice President of Academic Affairs

Ullrich/Mokotoff
Unanimous

Chair Ullrich congratulated VP Perfetti and the board wished her well. At this time, a short break was taken for a small celebration.

X. COMMENTS FROM THE PUBLIC: N/A

XI. BOARD DISCUSSION: N/A

XII. EXECUTIVE SESSION: N/A

A motion was made to adjourn the board meeting and begin the Committee of the Whole

Krahulik/Watson
Unanimous

Committee of the Whole Presentation:

Strategic Priorities Draft for Strategic Plan 2015-2020

Linda Fedrizzi, AVP for Liberal Arts
Christine Work, IRAR

Ms. Work and AVP Fedrizzi reported the following:

- Thanks to Trustee Hunter and Nick Illobre of the Foundation Board for serving on the steering committee and offering great support in shaping the direction of the College.
- Reviewed steps being taken to review the Strategic Plan
- Several focused and unfocused SWOT Analysis sessions were held across the campuses. Discussions were facilitated to identify what the strengths, weaknesses, opportunities and strengths of the College are. Much data resulted from these sessions. A stakeholder's survey was distributed to supplement the SWOT sessions and was given to current students, alumni, Orange County legislators and Chamber of Commerce. That data was incorporated and analyzed to assist in forming the current "proposed" priorities.
- Once priority themes are approved by the board, the committee will move forward in developing objectives.
- The committee will then develop the action plans to note how the objectives will be achieved. Throughout the development of objectives and action plan, measures will be infused in order to remain on target and be successful.
- All data was brought together and largest themes were identified. Priority themes are as follows and draft descriptions for each were provided:
 - Student Support & Success
 - Awareness and Access
 - Collaboration and Communication
 - Efficient and Effective Operations
- Partnerships and departments working together came up as a "needs improvement" area, in addition to Civility being mentioned in many comments (internally) identifying the need to work better together.
 - Chair Ullrich asked for clarification on the "collaboration and communication" weakness as to whether it is internal communication or rather communicating outside the college. Ms. Work and Ms. Fedrizzi noted that this was identified in both areas. Making sure that the college is visible both on campus (knowing what everyone does at the college) and in the outside community was identified.
 - AVP Fedrizzi noted that the "Awareness and Access" priority area focuses on marketing and external communication and the "Collaboration and Communication" priority is more focused on partnerships,

internship opportunities, meeting with businesses, and working with curriculum in that type of communication.

- An example of what the final format for strategic plan and a look at what the committee envisioned the plan to look like was given. Developing the final plan will be a collaborative effort across the institution.

A motion was made to thank Christine Work and Linda Fedrizzi for their hard work and for the work of the steering committee and noting that the board authorizes them to go forward with the next phase of the plan, which are the objectives:

Ullrich/Wolfe
Unanimous

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

Respectfully submitted,

Carol A. Murray
Secretary to the Board

NEXT BOARD MEETING
Wednesday, February 18, 2015
Music Room, Morrison Hall
Middletown Campus
5 PM