

MINUTES OF THE ORANGE COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING  
HELD ON MONDAY, OCTOBER 15, 2007, AT 7:00 PM IN LIBRARY, ROOM 221, MIDDLETOWN, NY

Present: Chair: J. Wolfe, Vice Chair, B. Hodge, Secretary, M. Murphy, A. Anthonisen, J. Brock, M. Diana,  
H. Gareiss, D. Mirro  
Absent: R. Calderin

**EXECUTIVE SESSION**

At 5:45 pm, the Chair Joan Wolfe convened an Executive Session to discuss contracts according to Section 105 of Article 7 of the Public Officer Law, and no action was taken. At 6:00 pm the Trustees closed the Executive Session by acclamation.

**I. CALL TO ORDER**

At 7:00 pm Chair Joan Wolfe called the meeting to order and noted that a quorum was present.

**II. CONSENT AGENDA**

A motion was made to approve Consent Agenda  
Items A – E as presented.

Murphy/Hodge  
Unanimous

- A. Approved the Minutes from the regular meeting held on September 10, 2007 as presented.
- B. Approved the petty cash report September 2007 in the amount of \$0.00.
- C. Approved Department Name Change

**Former Title**

English and Foreign Languages Department

**New Department Title/Department**

Department of English

- D. Approved the Fall 2007 Adjunct Payroll
- E. Approved Resolution Granting Employee Leave for Prostate Cancer Screening

**III. PRESIDENT'S REPORT**

President William Richards updated to the Trustees about the topics listed below:

- The Telecommunications Lab Ribbon Cutting ceremony took place on 9/12/07. The event was well attended, and the College received a great surprise from Maggie Wilderotter, CEO of Citizens. She presented a \$10,000 check to the College for the Capital Campaign.
- The Capital Campaign Lead Gift Dinner will be held on 10/17/07, fifteen individuals agreed to participate on the lead gift team. They will either donate or identify donors who will give \$100,000 to the Capital Campaign.
- At the 11/19 Assembly meeting the United Way Campaign will begin. VPs Broadie and Cazzetta will lead this two- week campaign. This year's goal is to raise 10% over last year's total.
- Contract negotiations continue. The county has secured one individual to negotiate the contracts for all three unions. Updates will be provided to the Board.
- Enrollment is up 3.8% per FTE. The average increase for other colleges in the SUNY system is 1%.
- All contracts related to the Newburgh branch campus have been signed. President Richards will meet with County Executive Ed Diana to discuss the make up of the design committee.
- The construction of the Gilman Center of International Education is ahead of schedule. Congressman Gilman received a request from the NY Chapter of the Masons to hold a formal cornerstone commemoration ceremony. The Board concurred that this ceremony should be held separately after the ribbon-cutting ceremony. In front of the Gilman Center international flags will be flown and rotated

every six months. Besides the United States flag, the Trustees will choose the first five countries' flags to be flown in front of the center.

- On 11/7-11/9, a group of educators from Oaklands College in England will visit our College to learn more about the community college system in the United States. During that time, they will visit with college personnel, students, elected officials and community leaders both in Middletown and Newburgh. A copy of the agenda will be mailed to the Board.
- Vice President Dan Bloomer became a grandfather for the first time on Friday.

#### **IV. REPORT OF THE COLLEGE GOVERNANCE SYSTEM**

Diane Bliss, president of the College Governance System, provided reports on the following issues:

1. The ad hoc Sustainability Committee has formed and has begun its work on exploring and promoting sustainability at the College.
2. Bob Misiak has stepped down from the position of Governance Vice President for the semester because of department chair duties he has taken on. Elaine Torda was appointed by Executive Committee to fill in as interim VP for the semester.
3. At the 9/24 Assembly, changes made by President Richards to the Assembly-approved recommendations regarding process and guidelines for use of the Student Feedback Forms (student course evaluations), with the President's rationale, were presented.
4. The Faculty and Staff Development Committee will be working with the Coordinator of the Center for Teaching and Learning to examine the effectiveness and efficiency of the current application processes for funding and the collaborative roles of these two groups. A report was presented to Assembly on funds distribution and changes compared to the previous year.
5. The Committee for Institutional Diversity and Equity will be reviewing the College's Affirmative Action Manual this semester. This manual includes the College's statement on affirmative action and its search processes.
6. At the 9/24 Assembly, President Richards responded to concerns expressed over the variation in the search process for the AVP – BMST position. He explained administration's rationale and responded to remarks from the floor. The President has assured the College community that the upcoming AVP – Health Professions search will be conducted in the usual way outlined in the Affirmative Action Manual.
7. PBIE will be hosting open forums on 10/23 and 10/24. Administration will address the committee and answer questions about its prioritization of initiatives, and the college community will have the opportunity to ask questions or comment on the initiatives prior to PBIE ranking of the priorities. The open forums provide an additional opportunity for openness and transparency in the planning and budgeting process.
8. Today's Assembly was presented with the plan for changes to the college community's listserv to streamline notification of events and also provide "bulletin board" community space.

#### **V. REPORT OF THE STUDENT TRUSTEE**

Student Trustee Jonah Brock announced the following items:

- All seats on the Student Senate were filled at the recent elections.
- Student Trustee Brock will bring to the SUNY Student Assembly next week the issue about renewing the call for Community College State and Local Funding, NYS law Section 6304(a) that states "State financial aid shall be one-third of the amount of operating costs as approved by the state university trustees."
- In sports, the Women's Volleyball team is undefeated (10-0).
- The NYCCT Conference held in Albany on 10/12-13/07 was great. Student Trustee Brock was able to meet with other student trustees throughout the State and learned about the issues that face each campus.
- On 10/30, Student Activities will hold a Halloween prize giveaway and costume contest at 11 am.

**VI. OLD BUSINESS**

1. A motion was made to approve the Orange County Community College Code of Professional Ethics Policy. Gareiss/Mirro  
Unanimous
  
2. A motion was made to approve the Orange County Community College Whistleblower Policy. Mirro/Anthonisen  
Unanimous
  
3. Trustee Herb Gareiss, Jr. presented the Nominating Committee's recommendation for the following slate of officers for 2007-2008:

|                 |            |
|-----------------|------------|
| Joan H. Wolfe   | Chair      |
| Brutus Hodge    | Vice Chair |
| Margaret Murphy | Secretary  |

A motion was made to approved the slate of officers for 2007-2008 as presented. Mirro/Anthonisen  
Unanimous

Trustee Herb Gareiss requested that the Trustees review the revised By-laws and committee structure distribute in the Board packet. Any changes to the proposed By-laws should be delivered to Trustee Gareiss by 11/1/07. The revised By-laws will be voted on at the November Board meeting. Chair Joan Wolfe thanked Trustee Gareiss for the time he put into making the changes to the By-laws.

**VII. NEW BUSINESS - None**

**VIII. BOARD CHAIR COMMENTS**

- Board Chair Joan Wolfe shared several Trustee highlights:
- Chair Wolfe, Trustees Arthur Anthonisen, Maria Diana and President Richards attended the Association of Community College Trustees (ACCT) conference in San Diego, California from 9/26 – 9/29/07. Chair Wolfe thanked Trustee Diana for providing the Board with a detailed summary from the various workshop sessions presented at the conference.
  - President Richards and Chair Wolfe presented a workshop on Trustee Orientation at the conference.
  - Trustee Anthonisen was elected as the Chair-elect of ACCT. In October 2008, Trustee Anthonisen will be installed to that position at the October 2008 ACCT conference in New York City.
  - Chair Wolfe thanked Trustee Diana for attending three conferences since the beginning of her Board term.
  - The New York Community College Trustees (NYCCT) conference in Albany on 10/12–10/13/07 was attended by Chair Wolfe, Trustees Gareiss, Anthonisen and Student Trustee Jonah Brock. This conference was very worthwhile and provided continuing education on Board policies and procedures.
  - The Middletown Garden Lovers' Club recently won a national award from the Federation of Garden Clubs in the historical decorating category for decorations at Morrison Hall during the 2007 Holiday Open House.

**IX. COMMITTEE REPORTS AND/OR RECOMMENDATIONS**

- Administrative Services Committee - None
- Personnel and Finance Committee – None
- Audit Committee
- Educational Policies and Student Affairs Committee

**X. COMMENTS FROM THE PUBLIC**

- Professor Frank Traeger, president of the Staff and Chair Association, reported that the Faculty Association has begun contract negotiations and he hopes that the Staff and Chair contract negotiations will follow shortly.

**XI. BOARD DISCUSSION - None**

**XII. BOARD ADJOURNMENT**

At 7:30 pm a motion was made (Mirro/Anthonisen) to adjourn the meeting.

Respectfully submitted,

Maryann Raab  
Assistant to the President