

**ORANGE COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
WEDNESDAY, MARCH 17, 2021, 5 PM  
Via Zoom Technology**

Present: F. Watson, R. Martucci, F. Hannes, T. Hunter, B. Vacca, T. Weddell, M. Bruni, C. Warren

I. **CALL TO ORDER:** Chair Watson called the meeting to order at 5:05 PM.

The following is a transcript of the recorded board meeting.

Chair Watson: This meeting of the Orange County Board of Trustees will now come to order.

Secretary Murray: Chair Watson, we might be missing a few folks yet.

Chair Watson: Do we have a quorum?

Secretary Murray: I think we're missing, let's see, Trustee Martucci...

Chair Watson: Secretary Murray, you will let me know when we have a quorum.

Secretary Murray: I sure will. I'm watching.

Chair Watson: Thank you.

Apologies everyone. We ran a little long in our Audit and Finance meeting so we will get started shortly. We're waiting for a few more trustees.

Secretary Murray: Chair Watson, you have a quorum. I'm still waiting on Trustee Hannes, but we'll watch for her and admit her when she gets here. You do have a quorum.

Chair Watson: Thank you very much.

Once again, this meeting of the Orange County Community College Board of Trustees will now come to order.

I. **OATH OF OFFICE**

First order of business, Oath of Office to Student Trustee, Christopher Warren. Mr. Warren, can you hear me? Please repeat after me. I, state your name.

Mr. Warren: I was muted, sorry about that.

Chair Watson: Okay, we'll start again. I'll read it again. You heard what I said. The Oath of Office is being administered to our new student trustee, Mr. Christopher Warren. Mr. Warren, please repeat after me. I, state your name.

Mr. Warren: I, Christopher Warren.

Chair Watson: Do solemnly swear.

Mr. Warren: Do solemnly swear.

Chair Watson: That I will support.

Mr. Warren: That I will support.

Chair Watson: The Constitution of the United States.

Mr. Warren: The Constitution of the United States.

Chair Watson: And the Constitution of the State of New York.

Mr. Warren: And the Constitution of the State of New York.

Chair Watson: And that I will faithfully.

Mr. Warren: And that I will faithfully.

Chair Watson: Discharge the duties.

Mr. Warren: Discharge the duties.

Chair Watson: Of the Student Trustee.

Mr. Warren: Of the Student Trustee.

Chair Watson: SUNY Orange Board of Trustees.

Mr. Warren: SUNY Orange Board of Trustees.

Chair Watson: According to the best of my abilities.

Mr. Warren: According to the best of my abilities.

Chair Watson: Thank you. Welcome Trustee Warren.

Trustee Warren: Thank you Chair Watson.

Chair Watson: We will hear from you a bit later. Welcome.

Chair Watson: Next order of Business is to administer, and it gives me great joy, to administer, our new trustee, Trustee Maria Bruni. Ms. Bruni can you hear?

Ms. Bruni: Yes, I can.

Chair Watson: Please repeat after me. I and state your name.

Ms. Bruni: I, Maria Bruni.

Chair Watson: Do solemnly swear.

Ms. Bruni: Do solemnly swear.

Chair Watson: That I will support the Constitution.

Ms. Bruni: That I will support the Constitution.

Chair Watson: Of the United States.

Ms. Bruni: Of the United States.

Chair Watson: And the Constitution.

Ms. Bruni: And the Constitution.

Chair Watson: Of the State of New York.

Ms. Bruni: Of the State of New York.

Chair Watson: And that I will faithfully

Ms. Bruni: And that I will faithfully

Chair Watson: Discharge the duties

Ms. Bruni: Discharge the duties

Chair Watson: Of the Office of Member

Ms. Bruni: Of the Office of Member

Chair Watson: Board of Trustees of the Orange County Community College.

Ms. Bruni: Board of Trustees of Orange County Community College.

Chair Watson: According to the best of my ability.

Ms. Bruni: According to the best of my ability.

Chair Watson: Trustee Bruni, we welcome you and we are very excited to have you.

Trustee Bruni: Thank you Chairman Watson and all the members, Dr. Young, thank you.

Chair Watson: Okay. Trustees, this is an exciting time for us. This is the first time, I believe that we will have had nine trustees in a meeting for a very, very long time. So, we surely will enjoy this.

Moving forward with the agenda. At the discretion of the Chair, I am going to make a change with the agenda and move to Item 4, F, Special Report: Audited Financial Statements, Bonadio and Company and this will be overseen by Paul Martland and Trustee Weddell. Paul Martland, you can introduce the guests please.

#### **IV. REPORTS:**

##### **F. Special Report – August 31, 2020 Audited Financial Statements – Bonadio and Co., LLP (Paul Martland & Tom Weddell)**

VP Martland: Okay, thank you Chairman Watson. Yes, this is our annual presentation of our audited financial statements and Bonadio Group has been our partner in this exercise. And Tim Doyle and Joe Heroux are here to give a overall summary of our financial statements. Gentlemen.

Joe Heroux: Good Afternoon. I'm Joe. I'm the principal on the engagement. So I hope the turnout is in anticipation of the presentation of this audit report. I know it's very exciting. So, I'll just jump in. I'm not gonna review all 54 pages of the report. I'm just gonna do a very high level. We met with the Audit and Finance Committee, we've reviewed it in some detail, answered some questions. So, I'll just present the financials, the opinions and the reports that everybody wants to

know the answer to. So, these are draft right now. And they are draft because we are still waiting for the audit of the Foundation. Once that's completed, we will issue a final report. So, this report is in anticipation of that coming back with no issues, no findings that would cause us to modify the opinion on the report. So, the Auditors opinion of the financial statement audit is on pages one through three. I'll just quickly...our responsibility is to express an opinion on the financial statements based on our audit. In order to do that, we did substantive testing of transactions and in order to determine what substantive will do, we get an understanding of internal control. We do not issue an opinion on internal control, but you'll see the next thing I'll talk about is that we do issue a report on internal control. But as for the financial statement, the audit opinion on the audited financial statements is unmodified. And that means it presented fairly in all material respects and in accordance with generally accepted accounting principles. Again, that's in anticipation of there being no issues with the audit of the Foundation once we get it from their auditors. Hopefully, there's no issues there that would modify the opinion there.

The next thing I'll talk about is in the back: Auditor's report on Internal Control, pages 48 and 49. Internal control over financial reporting and on compliance, as I said we don't issue an opinion on Internal Control, but this report, if we have any issues, significant deficiencies and or material weaknesses, they would be identified through this report. There were none. So, you know, like I said, we used the Internal Control understanding to determine our substantive testing.

The next set of reports are the uniform guidance reports, the single audit. There is an opinion related to that. The auditor's report on compliance with each major program and on internal control over compliance. We do issue an opinion on compliance for the major program and the major program once again, as it has been, the best years, is the Student Financial Aid cluster. No issues there. Again, an unmodified opinion on compliance and again no issues with internal control, no significant deficiencies or no material weaknesses identified there. And just another thing to point out, the College is a low-risk auditee. That's a two-year look back period. You know, it's different questions, but everything's been filed on time, no findings, so you are a low-risk auditee. Questions, concerns? That's all I have. I think Tim's gonna talk about the required communication letter.

Mr. Doyle:

Thanks Joe. So, also, you've been issued a required communication letter. In all audits, your auditor is required to provide that to the Board of Governance. Again, it's draft in anticipation of the Foundation. Based upon our experience with the Foundation and the College in the past, we don't anticipate any changes. But, you know, we just have to let you guys know that it is currently draft.

In the required communication letter, there are certain items I'll just highlight here. There were no new accounting policies that were required to be implemented this year and none that were implemented. There were no transactions entered into by the College that did not have either a lack of authoritative guidance or practice. There were no unusual transactions. We

also note in that letter accounting estimates and we noted a few accounting estimates that are significant in your financial statements. So, these are estimates. We review and audit the key assumptions underlying those estimates. They included compensated absences, your allowance for doubtful accounts, depreciable lives of property and equipment, OPED liability or other post-employment benefits or other post-employment benefits liability and your net pension assets. So, those last two, the OPED and the net pension assets are derived by actuaries. So, there's a lot of assumptions and key variables in those. We just need to note to you that those are estimates. We also note some significant disclosures that are included in your financial statements: pension plans, capital assets and again the post-employment benefits. You'll see those disclosures are very significant and scan several pages.

The last two items I'd like to highlight in the letter is we're required to put in the letter, whether or not we encountered any difficulties in performing the audit. Obviously, it was a very challenging year for everyone, but I would say that we encountered no significant difficulties in dealing with management and performing and completing our audit. So, obviously, we all have challenges, but you know, in terms of completing the audit, we felt that that went fine. Disagreements with managements, we're also required to note whether there were any disagreements as to financial accounting, reporting, or auditing matters and if so, we would be required to put those in writing here. Also, happy to say that there were no such disagreements. We did speak with your management throughout the year as things were changing and obviously a lot of questions throughout the year but no disagreements during the audit or any other time.

These are some of the key items that are in your required communication letter and we just want to make sure that we highlight those so that you're aware of them. But you should all have a copy of that.

Chair Watson: Trustees, any questions for the auditors? Hearing none, Joe and Tim, we thank you for your work and your service to this institution. We thank Bonadio Group for its service to our sister organizations, our community colleges as well. We understand you do almost half of them. So, we greatly appreciate your work, and we'll look to see you again real soon. Thank you.

Mr. Doyle: Thank you.

Mr. Heroux: Thank you.

## **II. CONSENT AGENDA:**

Chair Watson: Returning to the written agenda, Item #3. The Chair will entertain a motion for approval of the Consent Agenda. If any trustee wishes to move an item to Item C for discussion, we will hear that now. If not, the Chair will entertain a motion.

Trustee Martucci: So moved.

Trustee Hunter: Second

Chair Watson: It's been moved and properly seconded that approval of the Consent Agenda. All in favor please indicate by saying "aye".

All: Aye.

Chair Watson: All Opposed? Abstentions? Hearing none, Consent Agenda is approved.

Item 4: Reports. First report: Dr. Kristine Young, President.

#### **IV. REPORTS:**

##### **A. PRESIDENT'S REPORT (Dr. Kristine Young)**

Dr. Young: Thank you Chair Watson. First of all, Happy Saint Patrick's Day to all gathered. I'm sorry that Sister Peggy, Trustee Murphy, had a last-minute obligation that didn't bring her here this evening, but I wanted to acknowledge my scarf. The last time I saw Sister Peggy in person, this was a gift from her to me, last March, and I treasure it. And it's the first semi-public appearance of the Saint Patrick's Day gift, not surprisingly from Trustee Murphy on this day. So, Happy Saint Patrick's Day to you all.

Second...first time I get to formally welcome Trustee Bruni and Trustee Warren to the group. Neither is a stranger to me. So, I know them through other relationships. Trustee Bruni, I've known since 2015 when I came to this community, with her truly just tireless leadership as Director of Economics and Community Development to the City of Middletown. Admire you Trustee Bruni and so glad that you're on this board. I know your contributions will be profound, so I am so glad that you are here with us on this board. I look forward to your contributions and working with you.

And, Trustee Warren, I haven't known you since 2015, but have known you throughout this Academic Year. First, through Student Senate and then through your work with Student Veteran's Association, getting that group started. You have been remarkable in an uncommon year, finding time to give leadership to students, and in keeping a rigorous academic program, and aiming high for your future. You have my respect and I look forward to your contributions to this board as well. So, this is a very good night indeed for the governance of the institution. Good luck to you both and I look forward to what is to come indeed.

Let me keep the good news rolling with the next two items. Earlier today, it was publicly announced, that our Board Chair, Mr. Fred Watson, who does not know what I'm about to do but I wanted to share, in case you did not see the press release, that Fred Watson was named to the Garnet Health Board of Directors, prestigious board indeed. So, congratulations to you Mr. Watson.

Chair Watson: Thank you Dr. Young. Thank you very much.

Dr. Young: Just an incredible honor and deserved and of course, the College partners with Garnet in all sorts of ways so another cousin organization. You're already with the Boys and Girls Club, another entity. So, our Orange County family just got closer still. So, congratulations to you though, especially a credit to your hard work and dedication to the community.

Chair Watson: Thank you.

Dr. Young: More good news. I'd like to acknowledge some good news about our Med Lab Tech program. In recent weeks, we learned that the review community for accredited programs, a committee that is part of the National Accrediting Agency for Clinical Laboratory Sciences, sent me and a few key administrators notification that "...your five interim report for the Med Lab Tech program was accepted as satisfactory..." That sounds like a bland statement but that is a big deal and that means that the information that they provided about standards that they meet in the program were reviewed favorably by their accrediting body and they are maintaining their accreditation. So, I wanted to celebrate that. Their department chair/program director, Nadia Rajs, deserves accolades for leading that group in a difficult time. Of course, AVP Mike Gawronski, Dr. Hackman for her work in that area. So, that's very good news indeed for that academic program. And, you'll be reminded that in the fall, when we were doing pooled testing in the fall...that that was the academic program that the students...I think Gerianne is nodding...violently at this point...that was the academic program that those were like real live students, still in program, who were actually doing the pooling of the saliva samples, after the hundreds of students had moved through the line and getting them properly handled and sealed and set for delivery up to Upstate Medical. So, it's been a big year for that program, so I wanted to acknowledge to the trustees that that program had been successfully accredited.

Moving into news, more functional news, rather than celebration. Just yesterday we received some meaty news from SUNY regarding how we can use the student portion of CRRSAA funds...and I know this is something that trustees have been asking us about. Indeed, the entire College community has been asking us about, and students should be very curious about indeed. So, I wanted to take a moment and just give three high level bits about this and certainly there's more guidance at this time that gives us permission to start moving forward on the student part of CRRSAA. So, remember CRSSAA was the "Corona Virus Responsive Relief Supplemental Appropriations Act" that was passed in very, very late December of 2020. You will hear this referred to as many things, probably most inappropriately as CARES 2 but when you think about it as the second relief act. A sub section of it is called the higher education emergency relief fund, maybe HEERF might be the way that might be shortened. In any case, what we're discussing here is the direct emergency grant to students. You know that this is a federal...these are federal monies and in New

York the federal monies, can be further nuanced, delineated. We get direction about what we can do with them through the Division of Budget. So, what SUNY has communicated finally is more specifically about what the Division of Budget is telling us we can do with this. So, three highlights. Remember this is an additional \$1.7 Million dollars that must be emergency aid going directly to students. The College...I hate to say we're a pass-through but in a manner of speaking we are. It is our job to verify who's in class here at this time and to get aid to students. So, point one is that campuses should disperse the HEERF II student aid funds directly to students as quickly as practicable to allow students to manage expenses resulting from the Corona Virus pandemic. We kind of knew that but that is now a direct statement. Specifically, the funds may be used by students for any component of the student's cost of attendance or for emergency costs that arise due to Corona Virus such as tuition, food, housing, healthcare, including mental health care or childcare. So, this is a little bit broadened out from CARES Act if you remember that from about a year ago. And I can certainly share this document later, but as long as we were gathered here tonight, I wanted to share that breaking news.

Point #2, is that HEERF II student aid funds, Division of Budget, through SUNY, is saying they include no student eligibility requirements however the Federal Department of Education has not issued written guidance to clarify whether or not undocumented DACA or international students may receive these funds. As such, these students should not be awarded HEERF II student aid funds at this time. They're going to continue to work on this though, but at this time the Division of Budget is telling us not to make those awards. The Federal Department of Education requires campuses to prioritize emergency funds to students with exceptional needs such as students who receive Pell grants. This is similar to the CARES Act, this piece about Pell grants. So, indeed, SUNY will require campuses to prioritize Pell eligible students starting with students at the lowest expected family contributions. And SUNY has created a template that we will be required to use. I will tell you that this is so recent that, you know, Admin has not been able to study this template yet. But we got two days to go this week so we will take a look as soon as possible.

Finally, the third thing I wanted to share as long as we were gathered this evening, is that campuses have the option of allowing students to affirmatively opt in to apply the HEERF II Student Aid Emergency grants to the student's outstanding balance for Spring 2021 and/or charges that were posted prior to December 27, 2020. That is also different from the CARES Act and something that we need to consider as we move forward. So, finally...we've been waiting since the end of December...and we can get moving on this. No information yet from the Division of Budget on the Institutional portion of CRRSAA but at least we can get money to our students who we know very, very much could use this relief. And we will do this with as much haste as we can. So, that is good news for our students tonight and we will act accordingly.

My final update for this evening is...perhaps you've already seen in the media, that at some point today the State of New York posted on their State website



that you can get a vaccine at the Diana Physical Education Center starting Friday. So, we are, we're ready to rock and roll and do our part in Middletown. So, my understanding is that the State hoped to start with about 1000 vaccines a day. And I toured the facility yesterday and I'll compliment and call out specifically Joe O'Dea, in Middletown, who is our Security Director, who has really done an exceptional job with forming relationships with leadership in State, National Guard in particular. Everything is so under control. All I did was confuse matters when I showed up yesterday. I should know better but that's part of a president's job, is to confuse matters. But it's really a remarkable site, to see how it's set up. So, that will start on Friday and will go on 7 days a week, something like 12 hours a day, for months in Middletown. And, as a bit of just....it wasn't planned...but the County POD that had been in Newburgh...we're 3 weeks out now from that first POD so that means the individuals who received their Pfizer vaccine in Newburgh need to come back on Friday to Newburgh and receive their second dose. So, on Friday, we will have presumably 1000 people in Middletown and 1,170 in Newburgh. 26 miles, 2 campuses, one College. That is something I want in the archives forever about what we're doing at this College in leading and being part of the solution with COVID. It makes me exceedingly proud, and I appreciate everything that all of us can do to recognize our custodians, our security personnel, everybody, everywhere on these campuses who are stretched and welcoming all manner of strangers to our campus, to do the right thing at this time. And I am very, very proud of our institution. So, that is my report. Happy to answer any questions or move along with the agenda, Chair Watson.

Chair Watson: Trustees? Questions for Dr. Young?

Dr. Young, I'd just like thank you for making that announcement. Just know that as I serve over at Garnet Health, I will take Orange County Community College with me and all of our students, in terms of their Health Professions, and I will advocate on their behalf.

Dr. Young: Thank you. Knew you would.

Chair Watson: Okay. Yes. Okay, next order of business, Governance President, Paul Basinski. Professor, are you out there?

**B. REPORT OF THE COLLEGE GOVERNANCE SYSTEM (Paul Basinski)**

Mr. Basinski: I am, Fred. Good Evening trustees. I have a few items to report.

The first, Executive Committee of Governance is concerned about the impact of recent increases on tuition and fees on our current or perspective student body here at SUNY Orange. Concerned in a number of regards, Trustees. Concerned that those increases can saddle our students with additional debt that they can often ill-afford; concerned that increasing tuition may make our institution a less-affordable or attractive choice among peer institutions in SUNY; that increases in tuition can have the potential impact of further suppressing

enrollment at a moment when all of us are aware we've been experiencing declining enrollment at the College for a number of years; concerned that increases in tuition and fees may even have a deleterious impact on diversity at SUNY Orange, something that we very much prize as a virtue and part of our College mission. For these and other reasons, the Executive Committee created and approved a resolution encouraging the Board of Trustees to consider not increasing tuition and fees on our incoming student body for the 2021-2022 Academic Year. On Monday, we sought endorsement of that resolution at our general College Assembly and indeed, we did receive endorsement from our general membership. So, it is my intention as Governance President to share that resolution regarding tuition and fee increases Thursday with Dr. Young and we would wish that President Young would communicate that document to this board for your review and consideration.

My second item is Blackboard. Blackboard, as you're all aware, is our learning management system. It's the digital platform through which we deliver course content at SUNY Orange, and it's not standardized, as far as the home page is concerned in particular. Students would be navigating, looking for the Syllabi, for textbooks for the course, other course materials, maybe not easily finding them. So, we approved a resolution and Administration endorsed that resolution last month. I shared it with Assembly on Monday regarding continuity in Blackboard shells. We feel it's gonna make it easier for students to navigate the shells of our Blackboard learning system and allow them to dig down into the reason why they're there which of course is the course content. So, that resolution is not mandatory, it does not require teaching faculty to adopt that continuity in their shells, but we certainly would encourage them to utilize the template that would be provided by Administration.

We're also working with our Diversity and our Security committees to review the proposed gender-neutral bathroom board policy which is currently circulating in draft form. We will provide feedback via Shared Governance to the board policy committee and ultimately the BOT on gender-neutral bathrooms at SUNY Orange.

And, finally, I just want to say folks, we're midway through a spring term without a spring break. Folks have worked very hard on behalf of our students. We're in the spring finish now, towards the end of the academic year. We're looking forward to a fall 21 start and obviously bringing additional folks back to campus for teaching and for other purpose for that academic year. We're also pleased that a number of federal dollars will be coming to the College and excited to see about the subsequent disbursement of those. A lot of good things happening at SUNY Orange and Shared Governance is always glad to be a part of that. That, Chairman Watson, is my report for this evening.

Chair Watson: Thank you for that report. Trustees, are there any questions? Moving forward, Item C.

Dr. Young: I think...I think Trustee Weddell might have a question and he is muted.

Chair Watson: Great. Okay, we'll wait for him to unmute.

Trustee Weddell: There we go. I'm talking to myself here. I do have questions here. The Blackboard, so this...you're proposing to standardize how we use the Blackboard?

Mr. Basinski: How faculty interface with the Home Page in particular, Tom. In other words, imagine you're on a website and you're looking at buttons to figure out how to pay for your new shoes on Amazon and it's always in the same place. You click on the button; you place your order. What we don't have standardization on is even those items on the Blackboard learning system. So, the proposal is to provide continuity in terms of the functionality of the home page for students in particular.

Trustee Weddell: So, who controls that? Can we standardize that overall? Who controls that? Who controls the standardization on how it gets used? To me, it would be very smart to standardize it. Everybody does it the same exact way so we're all on the same page for that. So that would be one suggestion is I don't know who controls the standardization of that, but it should be standardized so that when you go in there it opens the same way for every student, for every professor, whoever uses it. It should be standardization. So, I think that was a great suggestion that you guys came up with, but I don't know what the process is on how to get that standardized. The second thing would be...is for their students and for anybody that uses it, there should be on that front page, should be a tutorial on how it's to be used and what it's used for and should be a video and give a tutorial. Most of the time, people would sit there and listen to it instead of read a tutorial. So, if you could shoot a video and this is how it's used...and all that. It would be a suggestion that for the fall new students that come in, this is how we go about using it. It would standardize it even more so that this is the way it's to be used. So, I agree 100% and it was a great suggestion. And I don't know...Dr. Young, who is responsible for that, but we should work on getting that standardized.

The diversity question that you had there, and you said gender-neutral restrooms. Is that...did I hear that right?

Mr. Basinski: Yes, we are working on complying with the New York State law, which is to take affect very soon, with respect to single-occupancy bathrooms on our campuses to make sure that they are gender-neutral bathrooms.

Trustee Weddell: So, we would have to modify the buildings that we have to do that?

Dr. Young: Let me...I feel like, Paul, respectfully Shared Governance gives advice on these matters. This has been handled by the Policy Committee and maybe Trustee Hannes has dealt with this in the past hour or two. So, I don't know, Chair Watson, if you want to wait until the Policy report for this matter or I can chime in on it now.

Trustee Hannes: Go right ahead. And then, we'll fill in later or now. But, instead of holding it out there, let's give some background.

Dr. Young: Sure, sure. So, the short of it is, New York State Legislature, fairly recently passed legislation that any single occupancy bathroom...I might say single-fixture bathroom on a State-owned property by March 23 must become a gender-neutral restroom and be marked as such. So, again the Chancellor and the SUNY Board of Trustees passed a resolution that specifically...I'm sure it was through SUNY general counsel....specifically said to community colleges and to community college's Board of Trustees you must pass a policy to comply with this law and with this policy. So, that...it happened suddenly and so, the law takes effect March 23 regardless. And, so my recommendation was, let's not trip over ourselves...we know it's the law, we will comply, and just take the extra couple weeks here and write the policy, getting feedback from Shared Governance, letting trustees be able to reflect on this, let the policy do its work and maybe the April meeting pass the policy that is both compliant and has the SUNY Orange culture reflected in it. So, that's the nickel version.

Trustee Weddell: So, my concern being on finance committee, is does this mean we have to modify buildings at all? Or just means we're gonna make single bathrooms that we have gender neutral?

Dr. Young: You see Paul Martland...Carol if you could unmute Paul Martland. But to begin with there are...there are...at least a handful. Paul maybe would have a count of how many bathrooms already meet this description on Middletown and Newburgh campus. So, there are a number of bathrooms that can be converted without...I won't even say extraordinary expense...without much expense at all, immediately. And, then we can be thoughtful looking forward about whether more needs to be done. Paul?

VP Martland: Yeah. We have an inventory. I can't say that I have looked at it yet, so I don't know the number. But there are a sizable number of individual restrooms that exist, that are available to the public. That is one of the things, it needs to be a publicly available rest room. So, if there is a private rest room in an office, that doesn't need to be marked. But largely, Trustee Weddell, the issue is signage which is very inexpensive, and the other cost will be installing locks on those rooms that do not have them already. And, locking a restroom, there's rules about that that we have to follow. But, other than that, we shouldn't have to do any major revisions to any of them.

Trustee Weddell: Alright, that was really more my concern, as to what financially what does that mean overall. You answered my question, that's it.

Chair Watson: Okay. Trustee Weddell, know that the Policy Committee has taken up the issue and will be a part of Trustee Hannes' report in a few moments. She'll give an update on that.

Back to the agenda. Item C, Student Trustee Report. Trustee Christopher Warren. Trustee Warren, are you prepared with your report?

**C. REPORT OF THE INTERIM STUDENT TRUSTEE (Christopher Warren)**

Trustee Warren: I am Chair Watson, thank you. Good Evening everybody. I know that you and Dr. Young trade ideas on how long this meeting's going to last. I have quite a lengthy report, but I swear I have no horse in the race. Also, good to be here with Trustee Bruni, we know each other through my grandmother, Anne Kelly. So, it's great to serve alongside of you as well. And, fellow trustees, thanks for having me.

I have some reports from the Board of Activities, Student Senate, SUNY Orange Veterans, and then we'll tie in some thoughts on the student body as a whole.

The Board of Activities has held some events since our last meeting, to include a virtual cooking class and today they held a St. Patrick's Day Bingo event at 3 PM. I haven't heard back from that yet, but it sounded like it had a fairly good response rate. So, I'm excited to hear about that. In the coming months, we'll have similar events, including a pottery painting kit where folks can pick them up from both the Newburgh and Middletown Campuses. And then, Ms. Brandy Williams, from the Math Lab will be hosting some comprehensive Math reviews to include some sessions reviewing mathematics study techniques. So, I know in these digital times, that will be well appreciated.

Student Senate has been working on some things as well. Recently, they supported the resolution to halt the tuition and fee increase, so formally support that; the Executive committee which Professor Basinski moved forward. Including that the Interclub Council is now active. We're excited to announce that for those who don't know this is a venue for the various clubs on campus to interact with one another, trade what's working, what's not working, and we think this will be particularly helpful now in this digital environment. Although we have quite a few dormant clubs, this will hopefully invigorate the ones that currently exist and maybe encourage those that aren't currently active to be more of a presence on campus.

In addition, Student Senate has held some new officer elections, so we have a new Vice President, Nikaiya Godlevsky and a new Treasurer, Vanessa Wellhausen. Ryan will be here with us next semester as well, so we're excited to have somebody who can transition some of the knowledge that we've developed for the last two semesters and carry it forward. In addition, we have a new student member to our Shared Governance committees. Those of you who are familiar with Shared Governance know this has been a struggle for us this year in the online environment. But we now have eight student members serving in various roles and although we're seven committees shy of filling those out, we're definitely on a great trajectory. We're far better than we were at the beginning of the semester. So, we're excited to announce that as well.

And, as a final note about Student Senate, the Senate is hoping to create somewhat of a promotional video for Student Senate. So, there's a lot of pre-conceived notions and misconceptions about Student Senate and we're hoping to dispel those. I think a lot of students think that all those in Student Senate are looking to become politicians and they're trying to bolster their resumes. But obviously that's not the case, from your interactions with various groups. So, we're hoping just to let other students know that it's a diverse group of students who are just looking to help one another out and improve the College experience at SUNY Orange.

In regards to the SUNY Orange recognition as a military-friendly institution, this enacted some conversations with the Student Veteran's Association, who admittedly I'm the president of. But SUNY Orange has...and the Administration have been incredibly supportive in helping us decide what does that mean. You know we obtained this designation but what is SUNY Orange doing to support the veterans on campus. And, in the past month alone, we've met with Kelly Jonigan, Suzanne Baumann and Chris Thurtle to improve the website for both current veterans and perspective students which we have a hope will support those on campus and potentially increase enrollment rates as well. And, SUNY Orange is also committed to exploring options to waive the cost of ordering transcripts for student veterans.

On a more, all-encompassing viewpoint, we'll talk about some concerns that students have had at SUNY Orange in the past month and how the Administration has been really supportive of what we're looking to pursue. And, we encourage the Board of Trustees to encourage such behavior going forward.

Firstly...students...or there's been some attention to Student Senate with their concerns over the administration of blended courses. So, for those who are not familiar, blended courses include both asynchronous learning and in-person or live sessions. Although, most students and teachers, professors at SUNY Orange have pivoted well to this online environment and put forth a lot of effort, there are some concerns about some courses are not adhering to their approved Syllabi. So, Student Senate has gathered multiple testaments to this and brought it forth to appropriate avenues, to include department heads, the Vice Presidents of the College, and President Young. And we're happy to say that they've been very receptive to this and are pursuing the appropriate methods to take care of this. So, the Board can rest assured that this is being taken care of.

In addition, students have been concerned about the surveys that are used to gauge student opinion regarding the online environment. There's three major concerns. One: that the survey is administered by SUNY as a whole in 2020 and in spring by SUNY Orange itself may not properly represent the potential and current student population at SUNY Orange. This was brought up to President Young and some other folks in Administration and they were also on this regard receptive to student opinion. And, that ties well into Trustee Weddell's recently enacted Enrollment Task Force. And, so we appreciate those efforts, and the students encourage further involvement from students and professors on that

committee to ensure that student voice is heard and that we're acknowledging the students who may not have been represented in these surveys because they were not engaged in online environment for various reasons, such as the 10% or the 13% of students who we lost due to our enrollment drop. So, again, this is on the radar of Administration and the students' concerns have been acknowledged by the Administration. So, we appreciate that as well.

As a third note of student concerns that have been recognized but worth mentioning, student clubs have expressed interest in meeting, in person, outdoors, social distanced with proper PPE. This is a recent occurrence in the last few weeks and the Center for Student Success and Involvement has responded to these requests and let them know that although this doesn't conform to current established guidelines at SUNY Orange, that they can draft proposals which may or may not be approved and routed further. So, students appreciate the opportunity to bring this to the correct level for consideration.

As the semester closes, we will once again be re-electing a student trustee so I will only be with you for the coming months, perhaps longer. But in April we will be holding another election for our student trustee, so we look forward to having a new student representative to increase our voice on the Board of Trustees.

The students would like to thank Chair Watson, the Board of Trustees, for supporting the student voice here at SUNY Orange. It's a unique responsibility to have a say on the Board of Trustees and we don't take this lightly. It's clear that SUNY Orange students really value this experience so we're looking forward to taking advantage of this opportunity. So, we want to thank the Board of Trustees for their efforts especially considering as you know, this is a volunteer role so you're here on your own accord.

And, on a more personal note, I just want to say I'm really impressed with the tenacity of our students here at SUNY Orange. It's been a pleasure to serve alongside our students. They genuinely seek to improve the SUNY Orange experience and I can say the same for students as well. I look forward to serving on the board and I look forward to reminding the board of who we serve which is the students of SUNY Orange and the people of Orange County.

Thank you, that's all I have Chair Watson. Looks like we have Trustee Weddell hoping to say some words.

Chair Watson: Trustee Weddell?

Trustee Weddell: Yup, I got it okay. I just got unmuted, yup. First of all, congratulations. I look forward to having you attend our meetings here and hearing your input. And I'm really proud that you started a Veteran's Association or a membership here. Are you a member of the military?

Trustee Warren: I am. I served seven years as a Marine Corps Flight Engineer and I'm now serving out of Newburgh as a Reservist.

Trustee Weddell: Thank you very much for your service, that's great to hear and great to see. And, if there's anyway that I can help you with that Veteran's thing, I'd be willing to help you so just reach out to me and we can talk a little bit about that. I have worked with the Marist Veteran's group over there as well at Marist College so maybe we could share ideas and see what's going on there and any way that I can help you with that.

I really like the fact that you shared some of your concerns and I really appreciate that. The thing that always...for me, is when someone shares a concern that they also share a solution or a possible solution or a way to try to get to a solution as well. And I don't know what you shared with the Administration so I'm just hoping that...on the same breath, it's easy to find the problem and point the problem out and it's always somebody's else's problem to get to the solution. And most of the time, I felt that the person who's sharing the problem with me does have the solution or has a really good idea on how to solve the solution and I like to always hear their input on that. So, you did raise some concerns and I hope you do share with the Administration what the students and/or the Student Senate comes up with as possible solutions to those problems and possible ways to fix those problems. Okay, and that's always the important part to me, cuz it's always easy to find a problem. The problem...getting it solved is the hard part. And the front line is generally...as you know in the military, the front line is the guys that see it and so they generally can react to it faster than anybody else. So, the students are the ones we want to hear from to get some of those possible solutions in place. So, I would appreciate if you do share with Administration, any possible solutions that the students do come up with it would be of great help as well. And I'm glad that you're sharing some of these things, so it is to help us see what the students need to share with us. And there's not always an opportunity to do that. And, that's why we have a student trustee, because you can share those things with us so we can see those things. Okay, cuz we don't see it and we're not on front line.

Trustee Warren: Absolutely, I think that's important. I'll be sure to get in contact with you with the veterans related issues. And it's worth noting for sure that these are free-flowing conversations and it's easy to say this is what we want to happen from a student perspective and that might not be realistic. So, that's why we've been appreciative of just that free-flowing conversation with the Administration, proposing ideas, recognizing there may be rebuttals and moving forward together. So, yeah, it's been a great and rewarding experience thus far and we're looking forward to continuing that. Thank you for hearing our voice.

Trustee Weddell: Yeah, and I want you to know that the surveys, we've been trying to get surveys, to get, to get a feel for what's really happening there. So, if we can improve that I would want to know how to improve that, but I think we've gotten some really great information from the students that we did get the surveys answered from. But if you don't think it's conclusive...I don't know, do we share with the Student Senate some of those surveys? I mean, do we share with them any of that, results?



Dr. Young: Which ones?

Trustee Weddell: I mean, I thought Bill's survey last month's meeting that Bill went through. I thought that was a great survey.

Dr. Young: Oh, I think, yeah, I think, I might need some help, but I think Chris Warren that might be what you were actually referencing the robust SUNY survey results?

Trustee Warren: Yes, yes it was.

Dr. Young: And that was part of the conversation you and I had where there was some criticism of that survey. There was some good stuff in there, but you had some criticism of it and that's part of the back and forth...of...the, you know...Chris, I want you to speak for yourself, but we had a good conversation about comparing notes about what is the whole spectrum of information that we have available to us to have the conversations that we're having. So, it's not just this one survey here, there's a variety of tools that we have, so this is a good opportunity with Chris Warren's presence here as a trustee, it's another opportunity. Because you have...with your engineering background Chris and the rest of your background, pooling data sources together and adding up to the bigger picture to make sure we're asking the right questions. It's really important to people.

Trustee Warren: Yeah, and I think we can have these conversations because there is transparency. And, if we just said that these are the results of the survey without extracting the methodology behind it, then they might have to be accepted at face value. But that's not the case and they are shared with us and that's why we can have these conversations.

Trustee Weddell: Great and the Enrollment Committee also did a survey too, a short survey. I don't know if that was shared with them as well. We did one earlier on the Enrollment Committee.

Trustee Warren: Okay, thank you.

Trustee Weddell: They're the only questions I have so yeah.

Chair Watson: Trustee Warren, once again we thank you for that report and as I expressed to you in your orientation, the trustees would welcome authentic information coming over and you've provided that, and I thank you for it. And we look forward to that continuing and many of the items that you've brought up fall under the purview of Administration but those that rise to the level of trustee decision and thought, we just hope that you continue to bring those forward. Alright, feel free and once again welcome. And, I had hoped that your report would be such as it is and it was, so thank you for that.

Chair Watson: Alright moving forward, College Association, Vinnie Cazzetta. I did see Vinnie. He's out there somewhere.

Mr. Cazzetta: I'm here. Do you see me?

Chair Watson: Welcome, welcome again sir.

#### **D. REPORT OF THE COLLEGE ASSOCIATION (Vinnie Cazzetta)**

Mr. Cazzetta: Great to be here with you trustees and I have five short items for you.

First, Trustees, as you know the student trustee is also a member of the College Association, so I'd like to welcome Christopher Warren to the College Association. He and I have exchanged emails. I am going to be setting up an orientation with him to give him College Association 101 so he can come up to speed with where we're at and what we're doing.

Number two, the College Association Board has had some discussion about a potential clause in our Bookstore contract. It's Clause 10.4 and since the last trustee meeting, I've received correspondence from Follett saying they are going to enact that clause. And, essentially, it states that annual gross stores shall materially decline and one of the things it can decline for is other reasons outside of Follett's control, hence COVID-19. College Association and Follett agreed to negotiate in good faith and make appropriate adjustments. So, we will be having discussions with them and with the board on what exactly that means, what the appropriate amount will be, what the negotiation will be all about. I will keep this board as well as the Association Board abreast of information that I find out from them.

Number three, as you know the Lab School has been under the Association's jurisdiction if you will, for about three years. So, we've formed a committee to look at the future good health of the Lab School and the trustee representative on that committee, Trustee Hunter. We had a meeting last week and Paul Martland also sits on that committee. So, we're continuing to look at the Lab School past and present and hopefully chart a strong course for the future good health of the Lab School. So, that's been a good committee, good work on that committee. We also had representation from the Education Department. Elizabeth Tarvin is not an Association Board member, but she is on that committee and she has been a valuable addition as well.

Point number four is the College Association is working on its budget. They will approve that at their June meeting in time for a July 1 fiscal year. So, that committee is headed up by Gerianne Brusati and that committee has already begun some work but hopefully we will continue to meet and develop a budget to bring forth to the Board initially at their April meeting, give them time to review it and approve it at the June meeting.

And, lastly, I continue to work with Paul Martland in position transition. These are position transition meetings between him and I as come May I will be passing the baton of the Executive Director over to his very capable hands. So, we have been meeting monthly to give him the ins and outs of the Association so when he takes over, he can hit the ground running.

That concludes my report unless there are any questions.

Chair Watson: Vinnie, I have a question. The clause in Follett's contract; has it been invoked prior to this particular case with COVID.

Mr. Cazzetta: No. I received information from their CEO about two weeks ago indicating that...and it was a constant contact document so obviously it went to all of their properties and affiliates. So, that's when I received that from them. Said that they would be working with all their schools to figure...to enact this clause and figure out a new negotiated good faith amount. So, that's all I have right now. I'm still waiting to speak with them to get more clarification and information on what that exactly means to our Association.

Chair Watson: Gotcha. My main thought was perhaps since we have not...it has not been invoked before we should have it reviewed by legal. But you know I'm a member of the committee, so I probably will bring that up at our next meeting.

Mr. Cazzetta: Good. And, we have a board member who is involved in legal matters. So, it's always good to have one of those or two of those on your board. So, we will...we could use his expertise as well. But that's a great thought. Thank you, Fred.

Chair Watson: Trustees, any further questions for the Association. Hearing none, President Cazzetta we thank you for that report. I get to call you President now.

Mr. Cazzetta: You're so kind.

Chair Watson: Thanks Vinnie. Moving forward, next report, Foundation Board, Dawn Ansbro. I see that Dawn is with us.

#### **E. REPORT OF THE FOUNDATION BOARD (Dawn Ansbro)**

Ms. Ansbro: I am here. Thank you, Chair Watson and congratulations to you for being appointed to the Garnet board. Wonderful. I also want to say hello to my friend Maria Bruni and welcome her to the trustee board. I had the great good fortune to work with Maria during my time at the Arts Council and look forward to working with her here at the College as well. And, during my Arts Council time I also got to know Anne Kelly, a talented and prolific artist as well as Gina Rob-Warren from Main Frame Gallery in Middletown. So, nice to see the connection there as well.

A couple of things for you guys. I wanted to mention the Alumni music event that's coming up on April 9<sup>th</sup>. You may have seen the E-Newsletter that went out about it yesterday. So, all the money that is coming in for that will go toward the Student Emergency Fund. We have two alumni who are participating: Emily Anginoli who is from the Class of 2010 and her group, Stained Glass Voices. And, then Marco Salazar from the Class of 2020 and his group, Moments Notice Jazz Trio. So, if you haven't seen the link yet, I encourage you to look for it. I am sure it will be a wonderful, a wonderful event and again, all the proceeds will go towards the Student Emergency Fund. So, I thank the Alumni Committee and Jen D'Andrea, our Director of Alumni Relations for pulling that together.

I want to talk about scholarships. I know I mentioned scholarships to this group last month. So, we currently have 153 submitted applications. We have 395

drafted. That means that a student started the application and then hasn't finished it yet. So, we do send out reminder emails through the Academic work system. I've actually asked for them to be increased over the next couple of weeks to make sure that people are getting these applications completed for the April 1<sup>st</sup> deadline. But I do want to thank Maynard Schmidt from the Admissions Department for helping us get the word out. I know that he's been putting information in all of the communications going out to accepted students. And I know that because Jen D'Andrea's daughter, Carly, will be a student with us in the fall. And so, she has been getting all of her accepted student communications and Jen has been keeping me informed. So, I thank Maynard for that and also thank Paul Basinski for helping us get the word out to the Assembly list. I know Paul sent out an email yesterday to everybody and we also had a slide in the Assembly slide deck on Monday. So, just trying to sort of keep the scholarships in front of everybody and certainly encouraging all to encourage students to apply. I'd ask you, Chris, too as you are talking to the Student Senate and any of the students to make sure that they remember that the application deadline is April 1<sup>st</sup> and it's not a difficult application. So, I always say it's a little bit like the lottery, you have to be in it to win it. I encourage everybody to...all the students to complete their applications there.

Wanted to mention two new scholarships that we just started. The Prial family actually has started a new scholarship in their son Danny's name. So, we now have the Danny Prial Memorial Scholarship which will be \$1000 a year. It is actually a Veteran's Scholarship, so it is...doesn't matter if they're returning, they're just looking for it to be a need-based scholarship, preference given to Veteran's with a 3.0 grade point average.

Also, wanted to mention the Hope Morin Rad Tech Scholarship. Hope is a Rad Tech alum that passed away, I would say within the last month. And so, the Rad Tech Department and Club came together and started a scholarship in her name. So that will be a \$500 a year scholarship for a second year Rad Tech student with an average of a 3.0 GPA.

So, we thank them for starting these scholarships and adding to our already robust scholarship list for our students.

Wanted to talk about golf. So, we're definitely on for golf on June 17<sup>th</sup> at the Otterkill Country Club. The...we'll be sending out sponsorship information this week so any of you who work for organizations, you know you're on my list so you can expect to see that in the mail momentarily. And I hope that you will all come out and support. You know that that event raises money for Athletic scholarships so a very important event for our student athletes.

We have started our Strategic Planning process. The Foundation applied to the Dyson Foundation for support. We were awarded a \$6,000 grant to help us cover some costs of strategic planning. So, we have reached out to NYCON, which is the New York Council on Non-Profits, to help us facilitate our strategic planning process. We actually have our first Strategic Planning Steering Committee meeting coming up on March 26<sup>th</sup>. And, I also want to thank Madeline Torres-Diaz, who I know isn't here tonight, for volunteering to be our

College representation on that committee. So, I know Madeline is looking forward to and we're certainly looking forward to having her there.

We are in the process of working on identifying one more student...one more young alum I should say, for the Middle States student group or Accreditation group. We were able to find a recent Newburgh Campus alum. We're now looking for a recent Middletown Campus alum, just to have both campus experiences represented there in the Middle States process. So, thank you for the opportunity to get involved with that. It's been a great experience for me, sitting on the Middle States Steering Committee.

And that is...that is all I have tonight. If anybody has any questions?

Chair Watson: Hearing none, we thank you for that report. Please give a warm hello to your entire board and thank them for their continued support of our students.

Ms. Ansbro: I certainly will. Thank you, Chair Watson.

Chair Watson: Next, we're moving on to Special Reports. Middle States Self-Study Update. Christine Work, Dr. Whipple, Michele Iannuzzi. Are you....they're ready.

#### **F. MIDDLE STATES SELF-STUDY UPDATE**

(Christine Work, Dena Whipple, Michele Iannuzzi-Sucich)

Dr. Iannuzzi-Sucich: Good Evening everyone. This is Michele Iannuzzi and I'm going to be covering the first set of slides and then turning it over to Dena and Christine. So, very briefly, the items that we would like to review with you this evening include an update on our working group membership, as well as some more information about students and their involvement in the Self-Study process, some information regarding the Self-Study Design draft and feedback that we have collected, a reminder regarding the Self-Study preparation visit by our Middle States Liaison, Dr. Paul Starkey, and we will wrap up with the next steps anticipated in the Self-Study process for spring 2021. Next slide.

So, the final working group membership is going to be presented in the coming slides, by standard. There are a fair number of names associated with each of the seven working groups. Just a reminder, because I know we've been giving you updates for the past several months, that our working groups are organized based on the seven standards that Middle States lays out for accreditation. So, there are seven working groups plus a student working group and I'll comment on the students in a few minutes. But, with regard to these seven working groups, there are over 80 participants in this process, and I am not about to read every single one of their names out for you. We will very briefly project the slides that show the members of each of these working groups and then Carol will be providing the trustees with the slide deck after this meeting so that you have the opportunity to more thoroughly review the lists and names of the participants and their credentials if you so choose. So, with that, we will briefly move on to the next slide please Carol.

So, working group membership. As a reminder, we solicited volunteers, both at the general Assembly and through the Campus-wide Grapevine E-communication. Our working group membership composition is both diverse as well as reflective of a diverse history, experience, leadership and perspective at the College. Our nominees were identified by Dena, Christine and myself as the co-chairs, by Dr. Young, by Dr. Hackman, by the working group co-chairs as well as the self-nomination, people who volunteered through the Grapevine. Invitations to participate were sent on behalf of the co-chairs in mid-February and our final working group composition, with the exception of one person, is going to be demonstrated in the coming slides. Next slide.

So, for the first working group, that working group, "Missions and Goals", is led by Christine Leroux and Likkia Moody and the members are displayed on your screen. Next slide.

Working group two, "Ethics and Integrity", led by Sam Dillon and Maynard Schmidt, with membership displayed on your screen. Next slide please.

Working group three, "Design and Delivery of the Student Learning Experience", co-chairs Katie Sinsabaugh and Liz Carris-Swan. Membership displayed on the screen. Next slide please.

Working group four, "Support of the Student Experience", co-chairs Anthony Scalia and John Rion. And your list of members displayed for you on the screen.

Working group five, co-chairs: Teree Angerame and Sheila Stepp, and a list of members displayed for your review. Next slide please.

Working group six, "Planning, Resources and Institutional Improvement", led by Angela Elia and Josh Lavorgna, with members displayed on the screen.

And, finally, working group seven, "Governance Leadership and Administration" led by Michelle Tubbs and Donna Frazier, with membership displayed for your review.

So, in having reviewed those seven working groups, albeit briefly, I hope that you at least had the opportunity to note the vast representation that we have across the campus from all of the associations, Faculty, Staff and Chair, CSEA. We have Administration reflected and we are very much looking forward to working with all of our colleagues and bringing their various perspectives into the process. Next slide please.

And, of course, the student voice is extremely important in doing this self-study as well. And, so as a way of reminder, because I know that this was mentioned at the last board meeting, we have opted to include an eighth working group comprised of students. And we sought to include students from a broad cross section of student life on our campus, including Student Government, and the Honor Society: PTK, the Honors program, Athletics, EOP, TRIO, Student club representation and then representation from the general student body. Finally, also including Alumni representatives which of course Dawn Ansbro alluded to in her presentation. So, we currently have one representative from Newburgh and

we're looking forward to Dawn Ansbro and Jen D'Andrea identifying a representative who is graduating from programs hosted at the Middletown campus. So, these students will be meeting as a group and offering feedback on documents and questions posed to them by the seven standard working groups. This group will be led by student, Brenda Revella who is the Newburgh Board of Activities representative. Brenda is a non-traditional student, had a prior career working for Cornell Weill Medical Center. And, in her capacity at that institution she was actually responsible for partly overseeing a review by the Elsevier Mean which is the Middle States of an oversight peer review organization for medical schools. So, she has peer review experience and self-study experience and we're looking forward to her being the person who can lead this group of students and also serve as our student liaison to the larger Self-Study Steering Committee. So, we will certainly have further updates for you as this process moves forward. Next slide please.

Dr. Whipple:

Okay, we have a few updates for you regarding our Middle States Self-Study Design Draft. This is the required formal document we submit to Middle States two weeks prior to our preparation visit by our liaison, Dr. Paul Starkey. The Self-Study Design outlines our approach to the entire self-study process. It includes 13 components that we address through that document as an institution. This document was developed by the Self-Study Co-Chairs with input from the Steering Committee, as well as the core team who were the individuals that attended the Middle States Institute in the Fall of 2020.

The draft document is now available to the entire College community for feedback until March 18<sup>th</sup>. It's been available since March 9<sup>th</sup>. This includes all students, staff, faculty and administration. We invite the Board's feedback as well and the link to this document is noted on this slide which I know Carol will be sharing with you...this slide presentation, after this meeting.

The quality of the Self-Study Design document is a direct correlation to the quality of our self-study process so feedback from the College community is very vital. Through a feedback survey, we are looking for comments on the document's overall impressions, including accuracy, understandability, gaps and ensuring there is one voice throughout the overall documents. We're also seeking input on specific components of the document such as our institutional overview, the composition of the steering committee and working group members, and the suggested characteristics of our external review team. I will now turn it over to Christine who is gonna wrap up our presentation for you today.

Ms. Work:

Good evening. It's nice to see everybody and Happy St. Patrick's Day as well. Again, I am certain that everybody has this date on their calendar, April 8. And this is the day that we are welcoming our Middle States Liaison, Dr. Paul Starkey, virtually, to our campus. In different times, this self-study preparation visit would have actually been held on campus but we're confident that we can have just as robust of a conversation, discussion with our liaison virtually.

Before you, and I know you have seen this before too, is our agenda for the day. And this is somewhat prescriptive from Middle States in regards to the

stakeholders that Dr. Starkey would like to speak to during his visit with us at SUNY Orange. So, Dr. Young is going to kick off the morning. So, the reason to... Dr. Starkey communicated, is that he would like to hear from the president, anything from her, in regards to what we need to attend to and make sure that they are definitely on the same page in regards to communication and then we can proceed through the rest of our agenda.

We have a meeting then with the Steering Committee with Dr. Starkey and this is where we do expect much of the conversation to focus on his review and feedback and comments that he has based on our Self-Study Design. So, he has obviously that Self-Study Design in advance, two weeks...and we're ready to send it to him. So, again, with his feedback and comments, this is sort of where the Steering Committee is going to focus during his visit.

And then, again, they're inviting everybody...and we've invited people on many different occasions, but it's an open forum to students, staff, faculty, administration, Board of Trustees. And that is during our 11:00 to 12:00 hour. We will be sending or having a Grapevine Announcement to have of all the links as well as access to that session.

And, then after that open session, Dr. Starkey will meet with Chair Watson and Trustee Hannes. So, we expect this visit to go well. And, then both of these representatives from our Board of Trustees will be able to communicate back to the Board of Trustees as a whole in regards to comments from Dr. Starkey.

And then finally, that day with Dr. Starkey wraps up with the Co-chairs, myself, Dena and Michele. And, so he is most likely going to share his impressions and areas of focus that we need to maybe attend to in the draft. Again, and this entire visit really is to ensure that our College has a successful Self-Study report as well as able to host a very successful evaluation team visit in Spring of 2023. Next slide.

And the next slide is just going to...we'd sort of like to...even though we have our timeline planned for the next two years, we like to be able to include in our presentations, again just highlighting the most immediate activities. As Dena said, our Self-Study Design draft is available to the College community and soliciting feedback at this point. So, then Dena, Michele and I are going to spend the next couple days reviewing and processing the feedback that has come in to give that consideration and to incorporate that into the Self-Study Design draft which will be sent to Dr. Young and Dr. Hackman prior to being sent to Dr. Starkey on the 23<sup>rd</sup>. And then again, April 8 is our Self-Study preparation visit and we're very excited to be able to finalize our Self-Study Design and really begin the work of our Self-Study inquiry process.

And I just wanted to note too that we had another Steering Committee on the 11<sup>th</sup>, and it was really two-fold. One is really to have a facilitated conversation with the Steering Committee as a whole in regards to the design of the self-study. And then the second part of that meeting with the Steering Committee was to focus on working with our working groups, cuz we're at the stage where we're really going to sort of pass the baton and have our working groups start to



independently, obviously with connection back to the Co-Chairs of the Steering Committee, begin that work. And, then our working group members and I think Dena you did the count, but we had maybe over 70 people over two days, the 15<sup>th</sup> and 16<sup>th</sup>, attend a welcome and orientation session to the Self-Study. So, I was excited for that turnout and I think it went well. So, we'll be checking in with all of our members just to make sure everybody feels confident, and they have the right information and understanding of the next steps. So, this concludes our portion of our presentation today and we can open it up for any questions or comments that you may have.

Chair Watson: Trustees? Questions?

I had a quick question, on your student group list, I did not see a Veteran on there. Would it be possible to add?

Dr. Ianuzzi-Sucich: We would be happy to add any students that wish to participate, and a Veteran is an excellent suggestion. So, I can certainly interface with Steve Harpst and Adriene Victor from our Student Involvement, who were instrumental in helping me assemble that list and include a Veteran on there. So, thank you for that suggestion Chair Watson.

Trustees Weddell: I think it's a good job so far. You've got a lot covered already.

Chair Watson: Alright, hearing no further questions or comments, we'll move on with the agenda. Item number 5: Old Business. Report from the Enrollment Task Force. Trustee Weddell, we did meet this afternoon, so I think that Gerianne Brusati is prepared to give a report.

## **V. OLD BUSINESS:**

### Report of the Enrollment Task Force (Gerianne Brusati)

VP Brusati: I am. It will be brief. Thank you, Chair Watson. So, the task force met yesterday, yesterday afternoon and we looked at a few things. We looked at our Admissions comparison, so our application processing, how that's moving this year as compared to the last two years. That slide wasn't so promising because, like many other institutions, we are seeing a drop in applications for the fall semester.

But we then kind of did a pivot and looked at some of the events that Maynard and his team have put together for spring recruitment. So, our recruitment and yield events including participating...having an open zoom room during the weeks that...during the spring break for high schools, our incoming student day, an event that we have planned to reach out to guidance counselors to make sure that they understand how we're going to be delivering curriculum and courses in the fall.

And we also talked about the partnerships that we have under the offices of SUNY. So, we're participating in an Instant Admit Day and then to information sessions/open houses that basically are driven by SUNY that will be opportunities for students to look at any of the 64 campuses. So, those are

events that they actually do the marketing for us...and we think that certainly we'll get some traction from those events.

And then the last part of our presentation was to look at the things that we're doing in terms of our print marketing campaigns, everything from back in September when we first launched our new viewbook to the letters that we produced for our financial aid events, outreach that we've been doing specifically to our CCHS students and then our incoming student day events that we have planned for later in the spring. We also then took a look at some of the television advertising that we do, some of our digital marketing. So, looking at how all of those things basically keep us in front of prospective students throughout the year, but obviously more intensively as we get closer to our enrollment deadlines for spring and fall.

And we wrapped up talking about our customer relationship management, our new CRM which Maynard and BIT staff are actually installing right now, and we expect to have in place for us to be able to start working with our incoming students as early as this summer in terms of text messaging and keeping track of their involvement with us as they move through the enrollment process.

So that pretty much, I think is a quick summary of the meeting that we had yesterday afternoon. And, unfortunately, Trustee Weddell, we would have appreciated you being there, cuz I know there would have been lots of questions.

Trustee Weddell: I know. Unfortunately, it's busy season. I get trapped in all sorts of extra time on meetings. I really wanted to be there, believe me I did. So, we'll chat, don't worry.

VP Brusati: I know. Thank you.

Trustee Weddell: I was disappointed to see the fall of 2021 enrollment number, or your chart there that showed we were down by the 25% at this point at the same time, but I think enrollment has a little bit to do with that.

VP Brusati: Undoubtedly, and it's...we're not unique. Maynard Schmidt had talked, he had just been at a Director of...an Admissions Director's meeting. All of the community college directors meet within SUNY and they're all talking in terms of roughly the same numbers, 25-30%. They're just not where they were a year ago and you know, we have a lot of students...a lot of our incoming class for the fall, who I think are just trying to wrap their heads around what they're doing right now and hoping to see something a little bit brighter for September. So.

Trustee Weddell: So, a question I did have on this is how do we capitalize right now on the COVID? Where we're gonna have on both campuses, literally thousands of people coming through the campus. How do we capitalize on marketing to those people who walk through the doors that this is...you know, you're not only gonna get your COVID shot but you could be going to school here as well. So, and or, your children...

VP Brusati: Or your grandchildren...I don't know.

Trustee Weddell: It's for free, I mean, you got thousands of people coming there. It's a freebee, they're gonna have to wait in the lines to get into the thing and then while they're there, maybe we could get the video going, maybe we can enroll them right there, say you're accepted, I don't know.

VP Brusati: We can give them their vaccine and paperwork, and it in mid-letter. We'll be unique in that regard.

Trustee Weddell: Then, they'll have a vaccine before they come to campus so that'll be another good thing.

VP Brusati: We do have our viewbooks certainly they're at the Newburgh Campus, so they are available there. I'd have to see about the Diana Center tonight, but I'm here tonight, on campus tonight, so if we have to do a little publicity, I could take care of that before I leave.

Trustee Weddell: Take care of that. If we get technology in there, we can, you know, figure out some way they can go to our website and look at a lot of stuff. I know you gotta ask the younger guys how to do that. I know there's a way. But we're gonna have an opportunity where a lot of people are coming to the campus. I think it's an opportunity to really to do some marketing. I don't quite know what it is, but we'll have to figure that out, but I'll talk to you about it. If I sleep on it, I might come up with an idea or two, but we're gonna have a lot of people coming to the campus which is a good thing cuz they got...some people may be there for the first time ever to see that campus so...

VP Brusati: Exactly. Well, we have our display monitors. Certainly, at Newburgh they're right where the waiting area is and they're right outside the Great Room. So, I know we have sort of a running set of slides that we put up on those and put one up for our summer classes as well.

Trustee Weddell: Yeah. Yeah. I think that's an opportunity and someone standing there may think about it.

Trustee Warren: Yeah, I think that's crucial. I'm also curious what our digital or online marketing campaign looks like. Just as a short side note, we all know that algorithms are leading the way and kind of running our lives right now. But, last fall semester, nearly every platform I went to was...I saw advertisements for Rockland County Community College. Everywhere I looked. And so tailored to my recent searches and you know, x, y, z but none of that was for SUNY Orange. Again, who's to say what's the response rates for them but it's worth noting that other schools whose, for lack of a better term, jurisdiction, aligns with ours, are using methods that it seems we may not be. So, what is our digital presence look like?

Trustee Weddell: The students, this Student Senate is putting together a video, again that's all that...if you're a student interested in coming, you might be interested in seeing this video so how do we get their video into our web page and our marketing?

Trustee Warren: Yeah. Yeah. That's a great idea like looking forward. Where do we stand currently?

Dr. Young: So, may I suggest, if this is of interest to the trustees, we can program, less than an ad hoc report from Mike Albright, whose probably...I think he's in the audience and is probably ready to come out of his seat with you know...to explain everything that we do but Chair Watson, I know next month is a big month in terms of tuition decisions and so forth, but if this is a hot topic we can program that. But I know this is where that department increasingly is investing its dollars in algorithms and digital marketing and so forth, so we're not, we're not newbs as the kids say to this field and we can program something if this is of interest.

Trustee Weddell: Then....we need him on our Enrollment Committee then.

Dr. Young: Mike Albright? Okay, very good. Done. Done.

Trustee Hannes: And I do, I do absolutely agree with Tom. I don't know how we can do it and Tom I'm not proposing what I'm about to tell you all. But, at Hatfield Lane, where the County was giving vaccinations, the Tourism Bureau was handing out bags with pens and literature. And there is...but to go back to the digital, there is a 15-minute wait in a sitting area. Now, I don't know if we can do digital there, but something...you know, almost like a subliminal that people leave and remember SUNY Orange. So, I recommend Tom walk around wearing a sandwich sign and one of his....

Dr. Young: We've got those too.

Trustee Hannes: One of his many baseball...he must have a SUNY Orange baseball cap.

Trustee Weddell: I don't. It's true. I don't

Chairman Watson: Well, Dr. Young, I think we've kind of turned over the gym to our guests, but the areas outside of the gym might be made available to us for greeting folks.

Dr. Young: True. But, also, you know we've built good relationships with our guests. You know, our gym is not devoid of our swag. It's orange, blue, it's got all sorts of banners, so people know where they are. And I, you know, certainly if we wanted to do something, I'm certain that we could sneak in on an off hour and put something on the wall and...there's opportunity. And, I agree, and I think, I know Mike's in the audience. I don't want to put him on the spot, but I know the...you know the TV monitors are going in Newburgh, I know the viewbooks are in Newburgh and Mike, I know was thinking of Middletown. He knows there's gonna be a thousand people in there every day, two thousand at its peak once the first group is returning. So, I don't know if you want to keep this going, Fred, but he...you know if Mike wants to just affirm that we're on this in Middletown, I think he can do that real quick right now. There he is. Yeah. Mike, do you want to...are you able to speak to this at all?

Mr. Albright: Sure. Absolutely. Yes, we began...and Flo your point about having a captive audience for the 15 minutes while they're waiting at the end of their vaccine, we had the TV monitors running during the County POD in Newburgh with about a 20 to 22 slide presentation that rotated through with a bunch of different Admissions information and very similar to what we give to Maynard

to take out on the road when he goes out on his laptop or whatever. So, we've kind of repurposed it and re-designed a slide deck for that. And then we're in the process now of re-tooling that...we made it a little bit more Newburgh specific so for the Middletown Campus, for the State processing site, we're processing that now and hope to have it up on the slides as early as tomorrow and if not, definitely Friday. So, we are moving in that direction with those things. And, Chris, happy to chat with you...Chris Warren...happy to chat with you about some of the digital marketing stuff as well that we are doing. We are out and about and doing some different things on a lot of different platforms and kind of...as you know right, it's changing every minute so we...we are sort of evaluating and rotating as we go and trying some different platforms just to see where, you know where we can reach our folks. But, as far as the vaccination sites, yeah, we are definitely trying to capitalize at least on the digital aspects of us and letting Maynard handle, you know, his quantity of viewbooks and other items we can help him with to that.

Trustee Martucci: Mike, we should have some collateral material to have people walk home with. You know to see something for 5 minutes is one thing, but to have something in their hands that they can bring home as a reminder, or as information that they can share with the rest of their family...they have it right there.

Mr. Albright: Yup. That's, I mean...a good point Ralph and we certainly can do that. You know we're talking, you know...quantity is an issue for us at this point, as far as view books. So, we would want to create probably something relatively simplistic, one or two pages, whatever.

Trustee Martucci: Oh yeah. Like a trifold, like a trifold. We have plenty of those. We probably have cases of that stuff, you know. Just put them out there on the table. When they go out the exit door, it's right there.

Trustee Weddell: Again, even for the Foundation for scholarships there, for Dawn. I mean, that's a whole other thing that.....first deadline here. But she should have some stuff out there for going through and if parents see...half of these kids don't give their parents information on scholarships, they...but if parents see it, they might be wanting to enforce the kids to fill it out. So, I would just, just...again, because we're gonna have the traffic there, that's a great thing to have, is the traffic, so if we're gonna have it, might as well take advantage of it. You may never have that many people go through again in a couple of months.

Trustee Bruni: And if I may. On NY.gov now SUNY Orange has the presence. Thousands of people daily are going on that website and seeing SUNY Orange there in front of them so that's a....

Trustee Weddell: Yup.

Trustee Hannes: There's the subliminal Maria. There's the subliminal.

Chair Watson: Wow. Great discussion on Enrollment.

Trustee Weddell: So, imagine if I was there yesterday Gerianne.

Chair Watson: Great discussion from Enrollment and the Task Force is doing a tremendous job. We thank Trustee Weddell for his leadership. Gerianne, I did want to ask one question. I would like you to just briefly touch upon the fact that we might be able to help some students with their outstanding balances because of CRSSA and potentially the American Rescue program. I definitely want the other trustees to hear that we might be able to reengage some students that may be in a problem situation.

VP Brusati: Sure, and Dr. Young mentioned this in her remarks as well. But one of the options this time around, with the new set of funding, is giving students who have an outstanding balance an option to, in essence, opt in. We can't put that money into our account. We can't assume that they want it to pay an outstanding tuition bill. But we can ask them if they want any portion of the funding that they will get through the act, to go toward their outstanding balance. And I think like we said yesterday, Fred, I expect that they'll be some students, who...that's something else that's kind of hanging over their head. We, for the first time this year and for obvious reasons, we allowed students to register with small outstanding balances. So, balances of about \$500 or so. And, you know, most of our students are already thinking well, how am I going to pay that portion too? So, giving them the option to do that with this money that's coming their way, I think some of them will take advantage of it.

Chair Watson: Thank you.

VP Brusati: Thank you.

Chair Watson: Any further questions for the Enrollment Task Force. Hearing none, next item of business: New Business.

## **VI. NEW BUSINESS: N/A**

Chair Watson: The Chair will entertain a motion to approve the August 31, 2020 audited financial statements.

Trustee Martucci: I'll make that motion.

Trustee Vacca: I'll second it.

Chair Watson: It's been moved and properly seconded. Is there discussion on the matter, trustees?

Hearing none, I call for the vote. All in favor of approving the audited financial statement from August 31, 2020 indicate by saying aye.

All: Aye.

Chair Watson: Opposed? Abstentions? The motion carries unanimously. Thank you.

## VII. CHAIRMAN'S COMMENTS:

Chair Watson: Alright, getting started, I've already lost the bet with Dr. Young so I might as well say a few things. Alright. First, Happy St. Patrick's to everyone in attendance.

Next, I would like to recognize that this is Women's History Month, and we thank you for contributions of all the great women and all the women that are on this call. We thank you.

Next. Trustees, you were sent a Board Assessment. We are almost finished. There may be a couple of trustees that haven't completed their trustee assessments. So, I'm asking if you have not submitted your assessment, to please do so. If you have any issues in that regard, I ask that you communicate with Secretary Murray.

Next. I jumped the gun by saying that we would have nine trustees tonight. Trustee Murphy, I don't think she joined us, so we only have eight trustees. But I did have a conversation with Trustee Murphy earlier in the week...of course, more affectionately known as Sister Peggy. Sister Peggy has basically decided that she will basically retire from being a SUNY Orange Trustee at the end of this academic year. So, we had nine trustees, we're going back to eight, sorry. We were in a prosperous position, but Sister Peggy will be sorely missed. Her service to education in general and education at SUNY Orange specifically through her trusteeship has been tremendous. And, when I say she will be sorely missed, I will miss the songs that she rendered over the years. I will also miss the stories that she told. And, I have a favorite one and I may ask her to tell it over the next several months. But Sister Peggy has given great service to this institution and I'm sure we will recognize that service in the appropriate way at the appropriate time. So, in terms of notification, Sister Peggy will leave us at the end of this Academic Year. Next item...oh, I did want to tell you how long Sister Peggy has been serving on this board. She has been serving on this board since February 7, 2006. I don't know. She may have the longest service to this institution, but I don't know that for sure. But that's a tremendous amount of time and her rest is going to be well earned. Alright.

Moving forward, once again, I lost the bet, so I would like to defer 3 minutes to the new trustee from Middletown, Maria Bruni, if she would like to greet her fellow trustees at this point.

Trustee Bruni: Well, thank you again, Chairman Watson, Dr. Young for welcoming me and the entire trustee board. It's a true honor to be serving on this board in a community where I was born and raised and still live here and work here. So, I'm looking forward to being part of the team. And, working...you know I know many of the staff and for years on issues and items that we've worked on, City and also with the Paramount Theatre. Dawn Ansbro, as well, as she mentioned, through the Arts Council days. So, I...you know...and Chris your grandmother is awesome and it's good to be on the board with you. So, I look forward to being...again, part of this board of trustees and to serve and you know hopefully

I can bring, you know, help to the board or you know, assistance, or just you know, be there for everyone. Thank you.

Trustee Hunter: Well, welcome.

Chair Watson: Welcome. We look forward to your service. In our orientation, you have a particular interest in student enrollment and interest in making sure that we reach out to underserved students in our population. So, you being a product of Middletown and a product of SUNY Orange, I think that you will bring a unique perspective to our enrollment discussions and with that, I invite you to be a part of the Enrollment Task Force. We will make sure that you are put on the notifier list so that you can engage right away.

Trustee Bruni: Thank you.

Trustee Hannes: Does that therefore mean that Trustee Bruni will wear a sandwich sign?

Trustee Bruni: Hey. I've done some stuff for the City on promotions. You know, like I was the Grinch for several years in the Holiday parade.

Chair Watson: Good. Experience, that's a good thing.

Trustee Bruni: I have some experience.

Dr. Young: Chair Watson, if I could interrupt your comments for one moment and I want to thank Carol Murray for doing some research this afternoon. And I was curious which of the two vacancies Trustee Bruni was filling. So, there is some nice symmetry that we are pretty...we are of the belief that Trustee Bruni has filled the late Mayor Gert Mokotoff's seat. So, the symmetry with Middletown, we think is especially appropriate here. And we thought you'd like to know that, and everybody. So, that connection and refilling the Middletown seat if you will, with a Middletown native seems especially appropriate. So, a special connection to me.

Trustee Bruni: Gert was great, and she's been part of my coming through the City government. She was there many times for me. That's awesome.

Chair Watson: That's great. Okay, my final comment. As you all know I serve on NYCCT's Executive Committee. Saturday, April 10, we will be having our annual Board of Directors meeting via zoom. That meeting will take place between 8:30 AM and 12:30 PM. During that meeting we will have comments from Johanna Duncan-Poitier, who is the Senior Vice Chancellor for Community Colleges and the Education Pipeline. She will be with us with comments out of Albany. There will be other speakers, of course there will be some reports and some voting will take place. So, I will see to it that all of the trustees are extended an invitation where they can register to log on to find out what's happening statewide. There will be discussions from Community colleges. Reports will be given from Community Colleges. I think that there will be a particular interest and a great



deal of discussion surrounding CARES, CRRSAA and American Rescue. So, once again, I will see that all of trustees are in receipt of an invitation. Once again, that date is Saturday, April 10, 8:30 through 12:30. I'd like to make a particular request for the student trustee to join in. We always appreciate any comments and any participation from our student representatives.

Moving forward, Committee Reports. Academic and Student Services. Bill Vacca.

## **VIII. COMMITTEE REPORTS**

### **Academic and Student Services: Trustee Vacca**

Trustee Vacca: Yes, Chair Watson, I have a report this month. First, I'd like to welcome Chris and Maria to the board. Very glad to have you on this. In conjunction with our 5-year Strategic Plan the committee is developing a program that's linked first...the first part of that plan which is to Empower Student Success. Under that heading there's 3 or 4 components. We discussed the process that presents...represents the collaboration of several areas of the College to support all the needs of the students. It's designed to streamline our process, starting with the first time they enter the College and throughout the entire time they're with us. The system will help to bring all the resources together in one location.

It starts with the creation of a Student Services Central which is a customer service area representing Admissions, Financial Aid, the Registrar's Office, and Student Accounts. It's, if you will, a one-stop shopping. Pre-COVID, the student had to reach out to several different locations to gather all the information they were looking for. The same was true with the enrollment process. A few examples of the collaboration that are already in place. The librarians have trained several enrollment specialists and their teams on a live chat feature. Each campus now has enrollment specialists and teams to assist them. Presently, there are five teams or five people on the Middletown Campus, three in Newburgh, and two on the welcome desk. An E-Newsletter for all students was created. It gives them all the information they need in the timely and relevant fashion. And alluding to one of the items that Trustee Warren mentioned before, last month I did report on a survey that SUNY had done around the Thanksgiving era, last year. And, if I remember correctly, about 15....maybe 12 to 15% of the students that responded said there was so many emails coming out that they weren't quite sure what they should be reading or what was important to them. So, this hopefully will kind of help that out a little bit.

Student Accounts, Financial Aid and Enrollment Specialists did reach out to students that were in jeopardy of being dropped from classes. And care calls were made by support staff from various offices to current students as a way of connecting them with additional services.

There will also be a Learning and Student Success division which will provide the leadership role in developing effective Academic support programs and

instructional resources. This will provide support of in-person and online environments where students can become more confident and independent. Each semester a range of services tailored to the individual need of the student will be offered, to include individual tutoring, study groups, drop-in help, online tutoring and workshops.

A conversation was held recently with Dr. Melinda Carter, regarding the First Year Experience. Dr. Carter is nationally known. She has a background in Student Affairs, has worked on the Guided Pathways project and has been coaching us on this project. Discussions centered around goals for onboarding students with a focus on learning outcomes and determining a shared vision of what the First Year Experience will look like in the future. Student support should be relevant to student needs. Students aren't here to master our internal processes and we need to challenge students in the classrooms, not in navigating the College hallways. It's an important project. We're into the first part of the 5-year plan.

There's more to come in the months ahead, but that's my report for this evening.

Chair Watson Thank you Trustee Vacca. Questions trustees? Hearing none. Audit and Finance. Trustee Weddell.

#### **Audit and Finance: Trustee Weddell**

Trustee Weddell: Yes, we met just before this meeting here again and we've been...Paul Martland and myself, have been chatting on a lot of things regarding our budget for the next year. I think we're well underway of getting that in place, so we'll be able to review that. We'll have to have a workshop with the full board to review what we should be doing there. So, I look forward to setting that up in the next couple weeks here to get that in play.

They just finished the audit and I'm very happy to see that our accounting team does a great job with pulling all that stuff together and keeping track of that. And, so far, we're right on budget to where we budgeted for this year, we're within you know, a couple, \$10,000 of being where we need to be. So, I'm happy to say that that's where we're at at this point. So, everything is, right now, in line where it needs to be even though we've got this COVID episode and stuff. So, the big thing will be enrollment for the next year and as you can see, we're working on that. So, that's the key to the whole thing there is getting enrollment and here's all the rest of the problems that we have so, we're working on it. So, that's all I have to report unless there's any questions.

Chair Watson: Trustees, questions? Hearing none, Policy Committee, Trustee Hannes.

## **Policy: Trustee Hannes**

Trustee Hannes: First of all, thank you President Young for giving the lead in and Tom for setting the shot up and before I begin, I too would like to welcome Maria and Chris and to thank Chris for your service to our country and now to our College.

So, first on the committee report is that Iris has done a great job of setting up a law firm to review our policy. It is the firm of Bond, Schoeneck and King and they have done legal work for other SUNY schools. So, they are going to be reviewing our policies and they will begin soon by doing an overview with initial attention that we have met that all required policies are in place. And they'll make certain that the wording is robust and clear and meets all criteria. The time frame for their completion to do that work is by summer's end. So, it looks like we'll have this in line in the fall. It's been a long time and I'm very grateful to Iris for finding this with help from Dr. Young and from Chair Watson on finding the right firm for us.

And, speaking of policies, we will now talk about the gender-neutral bathroom facilities. And that will be Board Policy 2.46 and this is a mandate actually by the state requiring boards, all college boards, Board of Trustees to adopt written policies related to this. So, a little background, on December 23 there about...not there about...on that day, a landmark civil rights measure became law in New York State by making all single stall bathrooms gender neutral in order to protect transgender, gender non-conforming and non-binary individuals from discrimination and harassment. The law goes into effect next week on March 23, and the biggest change as Paul said earlier will be male/female signage changed to gender neutral. And so, in keeping with the requirements and thanks to Mike Albright for putting the wording together, we will be presenting at the next board meeting, for expediency to approve this. But what will happen between now and the next board meeting is in...also keeping in line, in our working with Shared Governance...the Executive Committee of Governance will review as well the policy for feedback and input. The Policy Committee will meet again prior to the April 21<sup>st</sup> meeting and take feedback into consideration in order to make a presentation to the board on the 21<sup>st</sup>. I think we've covered everything that it is. I just wanted to give you background. And we will...even though the policy won't be put into effect until after the April 21<sup>st</sup> board meeting, we will be in compliance with these regulations in terms of the gender-neutral bathroom facilities. And we....any questions about that? Oh good, we've all done an excellent job of getting that one across.

And another revised policy that we are looking at which we will present to the board at the May meeting is Board Policy 2.13. That has to do with graphics, publications and College bonding. We...it is not a new one. It is simply a revision. It is to bring us into the 22<sup>nd</sup> century because it now addresses the importance of social media and digital graphics. So, as opposed to the prior one, which really related to the use of the logo and promotion of the College, under the aegis of the Vice President for Institutional Advancement which we

don't have anymore. So, it needed revision. And it will now...so we will...we have been working on that. Once again, my gratitude to Mike Albright for putting together and bringing us up to speed with that policy. And that is my report. And I'll join and wear a sandwich sign as well.

Chair Watson: We thank you for that. Any questions, trustees?

Trustee Vacca: Yeah, Flo on the law firm that's looking over...are they looking over all the existing policies that we have? And did they give us a figure as to what that's gonna cost if they're gonna have it by the end of summer?

Trustee Hannes: You know, I forgot to ask Iris. I knew that was going to come up, but I think Mike may have an idea of that. This...the law firm will be reviewing every policy, yes. Our original, not original but changed, any policies that have been revised especially, but they will go through all of them. I don't even want to give you a ballpark. I think it comes to about \$35 or \$4500 but I'm not sure. Does Mike or Fred do you remember what Iris said?

Trustee Vacca: That goes with what, many months ago, I know Iris had somebody for about \$5000. I was just wondering if it was gonna stay around that area.

Chair Watson: Flo, I do not recall what the cost of that is going to be.

Trustee Hannes: Mike, are you still with us?

Trustee Vacca: Yeah, that's okay. That's the area I was hoping it was gonna stay around.

Trustee Hunter: Bill, I think it came in at less than the estimate that you had when you were chairing the committee.

Trustee Hannes: Oh, do I get extra points for that?

Trustee Vacca: Yes, you saved money Flo.

Trustee Hannes: We'll let Bill buy me a cup of coffee. I beat you to it.

Chair Watson: Mike, are you there? Mike Albright, we have a question about the cost of the legal reviews on the policies.

Mr. Albright: Yes, sorry, I was muted. Just trying to jump in. I don't actually...I was just looking for the exact cost, but I think the one issue is they weren't 100% sure of what...they're charging by the hour and they weren't 100% sure of how many hours it would be to do the work. But I believe that they're thinking it would be in the 10-12-hour range so I think it would be in the \$3500 to \$4000 range roughly. So, we're fine, we're tracking along there.

Chair Watson: Thank you for that. Any further questions? Hearing none. Moving on with the agenda. Comments from the public. We have one reservation and it's from Michelle Tubbs. Welcome Michelle.

## **IX. COMMENTS FROM THE PUBLIC**

Ms. Tubbs: Thank you. Realizing I may be one of the few things between you and your Corn beef and Cabbage or soda bread and cold Guinness perhaps I will keep my report brief. Happy St. Patrick's Day to everybody. After this meeting, I think we might all need one.

I just want to share with you that we've been informed that SUNY's contract with Blackboard is actually expiring at the end of 2022, so we have some time. And there's recently been an RFP process that's been advanced to System level. They don't quite have the community college participation and representation that we were hoping for. And, that process is being finalized and contracts are being signed. So, once that happens, we're hoping by the end of the semester that we learn exactly who will be providing the new learning management system for SUNY. And that will lead us as an institution to doing some work internally to determine what learning management system we will be hopefully transitioning to...in...starting in the spring of 2023. And, VPAA Hackman has reached out to Shared Governance, you know, confirming her receipt of this information and ensuring us that these internal discussions and the decision-making process is going to start soon so that we have time to do it in an adequate manner and that Shared Governance is ready to participate in whatever manner is necessary and made available to us.

So, you know...we had this transition...it's probably some time ago now where we transitioned from Angel to Blackboard. And now there definitely will be a new transition, but many of us are still transitioning with different modalities outside of the learning management system. So, it definitely will be...be a challenge for faculty. But one that I know we have a great amount of support here in our Academic Instructional Technology to support that transition.

And, then lastly, our Plenary...Council Plenary is coming up on April 8th and 9th. If you were paying attention, the first day of that Plenary does conflict a bit with our visit from Dr. Starkey from Middle States. So, I'm on the Middle States Steering Committee. I guess it's one of the benefits of things being virtual is that I hopefully will be able to split my time and hopefully things will be recorded. So, I can fulfill both of those capacities and with participation in that Plenary, I'm hoping to have some updates with respect to some SUNY initiatives that we haven't heard too much about over the course of the last academic year. So, I'm hoping to be able to bring more information to you on those things when I'm back with you at our April meeting.

Chair Watson: Okay, thank you for that report. Michelle, I missed the date of the expiring Blackboard contract.

Ms. Tubbs: December 2022.

Chair Watson: Thank you. Alright, we thank you for those comments. Moving on. Board Discussion. Trustees, this is your opportunity to ask any questions or present any information that you wish, even if they're just comments for the good of the College.

Trustee Hannes: I think it's great that we weathered the summer, and we weathered all the issues and we're all here smiling with a new board member and a new student trustee. It's been a long journey.

Chair Watson: Well, with that said Flo, I thank all the trustees for their interest in the College, their participation, their investment of time and energy. This is a great board to be on and I just thank each and every one of you for that. Anything else trustees?

**X. BOARD DISCUSSION**

**XI. EXECUTIVE SESSION N/A**

**XII. BOARD ADJOURNMENT**

Chair Watson: There's no need for Executive Session tonight so without further ado. I have lost the bet. Dr. Young won and the Chair will entertain a motion for adjournment.

Trustee Hannes: So moved.

Trustee Hunter: Second.

Chair Watson: It's been moved and seconded. All in favor indicate by saying aye.

All: Aye

Chair Watson: We are adjourned.

Meeting Adjourned at 7:18 PM

Respectfully transcribed and submitted,  
Carol A. Murray  
April 13, 2021