

**MINUTES OF THE ORANGE COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
MONDAY, SEPTEMBER 10, 2012, 4 pm
Board Room, Tower Building, Newburgh Campus**

Present: Chair J. Wolfe, Vice Chair H. Ullrich, A. Anthonisen, R. Krahulik, T. Hunter
Secretary M. Murphy, G. Mokotoff, J. Lewis
Absent: S. O'Donnell

I. CALL TO ORDER - Chair Joan Wolfe called the meeting to order at 4 PM.

Chair Wolfe requested a moment of silence for the victims and families of victims who are still suffering from the events of September 11th, 2001.

Chair Wolfe administered the Oath of Office to new Student Trustee, Janise Lewis and to Trustee Anthonisen who has been reappointed by the County for another term. Congratulations were offered to both trustees.

Chair Wolfe welcomed Foundation Board members, Brenda Hauberger and Nick Illobre. The Foundation will be represented by two members at the Board of Trustees' meetings each month and the trustees look forward to the closer relationship and input from the Foundation Board. Trustee Ullrich and Trustee Hunter will be representing the BOT at the Foundation Board meetings. Thanks were extended to Trustee Krahulik who served on the Foundation Board last year.

II. CONSENT AGENDA

Chair Wolfe requested a motion to approve the Consent Agenda:

- A. Approval of regular minutes from June 13, 2012
- B. Approval of Petty Cash Reimbursements and Financial Statements for June, July and August 2012
- C. Approval of Appointments as follows:

Faculty:

<u>Name</u>	<u>Discipline</u>	<u>Effective</u>
Jamie Cupolo	Academic Advisor/Retention Specialist Advising and Counseling	(Pro-Rated for 2011-2012 AY) AY 2012-2013
William Worford	Technical Services, Systems Reference Librarian, Year 1, Library	AY 2012-2013
Kristina Thompson	F/T Temporary Instructor, Year 1 Nursing	AY 2012-2013

Staff:

<u>Name</u>	<u>Discipline</u>	<u>Effective</u>
Leigh Rokitowski	Technical Assistant, Grade 1 Enrollment Management	Pro-Rated for 8/27 – 8/31/12 AY 2012-2013
Dena O'Hara Whipple	Interim Director of the Center for Teaching and Learning	Fall 2012

Maynard Schmidt Assistant Director of Admissions
Grade II
Admissions

Pro-Rated 8/20/12 – 8/31/13

D. Approval of Retirement as follows:

Staff:

<u>Name</u>	<u>Discipline</u>	<u>Years of Service</u>	<u>Effective</u>
Linda Newman	Career Development Specialist Student Services	Part-time 5 years Full-time 12 years	9/1/12

Murphy/Anthonisen
Unanimous

III. President's Report:

- Enrollment for fall semester is down about 4%, which is about \$150,000 financially. The VPs and President got together to carve approximately \$600,000 out of the budget for the fall semester and will do the same for the spring. The College is being very careful not to touch what remains in reserves. Academic programs and services have not been affected, but in an effort to achieve the \$600,000 plus, some positions have not been filled. The College is hopeful that in future years the State, Assembly and Senate will contribute an additional \$150 per FTE for reimbursement.
- Construction at the Middletown Campus is ahead of schedule and the children started this past week at the Morrison Lab School. The Newburgh Lab School is also underway and both schools will become a vital part of the curriculum at the College, not only in Education but also in Nursing, Health Professions and Psychology.
- The Morrison Lab School dedication is scheduled for Thursday, October 17th at 4 PM and John and Evelyn Morrison will be with us.
- The Center for Science and Engineering Groundbreaking ceremony will be held on Tuesday, September 18th at 10:30 AM.
- Very special thanks to a talented group of artists who have loaned their paintings to the Newburgh Campus. They are Linda Richichi, Vivian Collens, Stuart Sachs and Greg Wyatt, whose sculpture commemorating the Tomb of the Unknowns is located in Kaplan Hall. We are very grateful to them for this long term loan which brightens the campus and enriches all of us.
- There has been some progress on the Maple building restoration of the first floor. The Foundation has taken on the responsibility to find a donor for the restoration. The plan is to restore the first floor of the Maple Building for Continuing Education, the Center for Advanced Manufacturing and to expand the Occupational Therapy Assistant program to the Newburgh Campus. The Center for Assistive Technologies will expand to the Newburgh Campus and we have received a generous gift of \$50,000 from Assemblywoman Gunther to assist with this project.
- Jose Bernier, the newly hired VP/CIO was introduced and the president noted that we are very fortunate to have Dr. Bernier with us. He most recently worked at the University of Hawaii and before that at Saint Leo's University in Florida and he is very experienced with multi-campus environments. Dr. Bernier has now been joined here by his wife, Lisa and their two sons.
- On Sunday, November 18th, the SUNY New Paltz Foundation is honoring Dr. Conklin, Dr. Katt and Dr. Richards at their Gala Celebration at Mohonk Mountain House. More information will be given as it becomes available.
- Several items were included in the board packets, some of which are:
 - Pamphlet with good information for trustees regarding the Middle States Commission on Higher Education and their role in Middle States as trustees.

- Copy of “Sculpture Review Magazine” which has a wonderful review of the Sculpture Show still at our Newburgh Campus through September
- Copy of fall events calendar
- A business card which identifies a link to the Campus Plantings Directory on our website. Mike Albright, Steve Hedderton, Chris Thurtle and Brian Johnson did a tremendous job creating this electronic link which identifies all the plantings on campus. A brief presentation was given and the president noted that the next step will be to do the same at the Newburgh Campus. This is a significant cost savings to the College.
- A Board of Trustees Reference Guide was distributed containing everything the trustees need to know for AY 2012-2013. It includes such items as BOT contact information, meeting schedules, committee meeting lists and more. The president noted that Carol Murray and Susan Boyhan did a wonderful job with this over the summer.

IV. REPORT OF THE COLLEGE GOVERNANCE SYSTEM

(Chair Wolfe read the following report on behalf of Governance President Michelle Tubbs)

- Over the summer Executive Committee received the following reports:
 - Custom Research Report on Shared Governance Structure at Multi-Campus
 - Community Colleges from the Education Advisory Board.
 - Cultural Affairs Transition Report (from a Governance Standing Committee to an Advisory Board) prepared by Steve Harpst & Dorothy Szeftc.

Executive Committee is in the process of reviewing these reports and will be discussing them at their upcoming meetings.

- Executive Committee met with the VPs and governance committee chairs on August 29, 2012.
 - The purpose of this meeting was to
 - Discuss items administration would like the committees to work on this AY.
 - Review the responsibilities of committee chairs.
- Many committees have held or will be hold their first meeting in the next week or so to begin their work for the Academic Year.
 - The Professional Recognition & Awards Committee is currently accepting nominations for the Excellence in Teaching Award and the new Excellence in Professional Service Award.
 - Executive Committee will spend a significant amount of time addressing the recommendations contained in the final report of the Ad Hoc Committee on Governance and reviewing the Governance Constitution & By-Laws.

V. REPORT OF THE STUDENT TRUSTEE – Janise Lewis

Student Trustee Lewis thanked the Board of Trustees for presenting the opportunity for a Newburgh student to act as trustee and she also thanked her fellow students for voting for her. She is excited about her new role and hopes to make everyone proud. The president noted that Ms. Lewis is our first student trustee from the Newburgh Campus.

VI OLD BUSINESS – None

VII. NEW BUSINESS

Trustee Murphy noted that it is her honor to recommend the following SUNY Orange Board of Trustees Slate of Officers for the 2012-2013 Academic Year:

Joan H. Wolfe, Chair
Helen Ullrich, Vice Chair
Sister Margaret Murphy, Secretary

She commended both Chair Wolfe and Vice Chair Ullrich for their wonderful service to the Board of Trustees and for their future service.

A motion was made to approve the SUNY Orange Board of Trustees Slate of Officers for AY 2012-2013

Anthonisen/Krahulik
Unanimous

Chair Wolfe expressed that she is honored to serve the College as Board Chair and finds it very rewarding.

A motion was made to approve Resolution No. 1: Use of Harriman Trust for Lab School – Middletown and Newburgh Campuses.

Krahulik/Ullrich
Unanimous

VIII. BOARD CHAIR COMMENTS – Joan Wolfe

- The NYCCT (New York Community College Trustees) annual meeting and conference will be held September 21-23 in Saratoga. Chair Wolfe, Trustee Anthonisen, and Trustee Hunter will be attending along with AVP Russell Hammond and Nick Illobre (Foundation Board past president) They will present to the group regarding alternative funding and discuss how closely the Board of Trustees and Foundation Board are working together for the betterment of the College.
- On September 27, 2012, the SUNY Orange Foundation is sponsoring a panel discussion with a group of women leaders from Newburgh. It will be held at the Newburgh Campus prior to the Leadership Awards ceremony and invitations will be sent out.
- Chair Wolfe attended a Middle States Steering Committee meeting and she commended both VPAA Heather Perfetti and Christine Work, for their hard work in organizing the Middle States review process. She also attended Mr. Albright's working group meeting as an ex-officio and was impressed by the wonderful faculty and staff who are working so hard to make this a positive experience for the College. There is much work to do and Chair Wolfe encouraged the board to review the pamphlet on Governing Boards as it is very helpful and ties in closely with the Board's self-evaluation. This is a good time for the board to meet to discuss what they can do to support the mission and goals. Chair Wolfe requested a separate meeting for this discussion and asked that trustees e-mail questions to her and she will direct them to the president and Middle States Steering Committee.
- The Morrison Lab School is a wonderful success with quite a future ahead. Director, Nadine Girardi, is always very open to suggestions, such as dual-language in the future.

- Chair Wolfe reviewed the Committee structure and meeting schedule for this year, noting that the Audit and Finance Committee will continue to meet monthly and the Academic and Student Services Committee will meet twice per semester. These two committees will meet prior to the board meetings at 3 PM and conference rooms at each campus have been designated for these meetings.
- Chair Wolfe is pleased that Trustee Krahulik has agreed to become a member of the College Association as the representative from the Board of Trustees. This organization has been filling our needs but with two campuses we need to look at the future in a different light.

Chair Wolfe requested a motion to enter into Executive Session (at 4:30) to discuss the President's Contract. Following Executive Session, the Committee of the Whole presentation will take place.

Krahulik/Murphy
Unanimous

IX. COMMITTEE REPORTS AND/OR RECOMMENDATIONS

Executive session ended at 4:45 PM at which time Trustee Krahulik read the comments from the President's Performance Review committee as follows:

President's Performance Review – Trustee Krahulik

"On behalf of the President's Performance Review committee, we commend Dr. Richards for his outstanding leadership and dedication over the past year. The committee has nothing but praise for his performance, however we are unfortunately strapped by extraordinary fiscal constraints these days and it is the committee's recommendation that we not recommend an increase in salary at this time. We have the utmost confidence in his ability and feel we are truly lucky to have him as our president. In order to illustrate our appreciation the committee has recommended a \$3000 performance bonus, however as another example of his leadership in these difficult days, Dr. Richards has respectfully declined any form of additional compensation. It will therefore be the committee's recommendation that his contract be renewed under the same terms as 2011-2012 for the 2012-2013 contract year."

A motion was made to accept the recommendations of the President's Performance Committee

Anthonisen/Mokotoff
Unanimous

Chair Wolfe thanked Dr. Richards for everything that he does for the College and for his wonderful leadership.

A motion was made at (4:45) to adjourn for a break and return for the Committee of the Whole Presentation.

Ullrich/Hunter
Unanimous

At 4:55 the board reconvened and VP Mindy Ross conducted an update on the Newburgh Campus:

Committee of the Whole – Newburgh Campus Update: Mindy Ross, Vice President Newburgh Campus

VP Ross noted that there have been many changes at the Newburgh Campus in the past year and the campus has experienced much growth.

- In the spring, 1580 students were enrolled and of those, 67% took all their classes in Newburgh which is a significant shift from previous years as an Extension Center. In the past, students tended to split schedules taking just some classes here but now students are finding a campus life in Newburgh. Student Trustee Lewis noted that her first year she split her schedule between Middletown and Newburgh but she is very glad that she now has the convenience of taking more classes in Newburgh, where she resides.
- Credit course sections have increased from 171 in the fall of 2007 to 249 today and there is an active and vibrant non-credit program with ESL, workforce development and GED classes, etc.
- The second year Nursing Class is doing very well and Trustee Murphy asked if there is a waiting list for the Nursing program. VPAA Perfetti noted that there is a waiting list at both campuses for the Nursing program.
- There are now graduates from the Newburgh degree programs: 38 in May and 9 in August, for a total of 47 Newburgh Campus graduates.
- Kaplan Hall and the Tower building both house several departments and VP Ross reviewed what departments are in both buildings. There is an equal distribution of activity for both buildings.
- There are 13 full-time faculty at Newburgh and 25 of the full-time faculty teach at both campuses. In addition, this semester, 4 department chairs are teaching one class or more at Newburgh.
- The library has 64 computers for students and is a very vibrant student activity area. The Learning Center /Tutorial area has a Reading lab, Writing lab, Math lab, general tutoring and a Science Resource Center. There has been a dramatic increase in students seeking assistance and Student Trustee Lewis noted that professors are doing a good job informing students about where to go for help.
- A Board of Activities is active on both campuses and this allows students to determine how student activity funds are distributed.
- The Newburgh Senate is forming and elections will be held this week. The students designed a governance system where they would have connections to one another but be independent on each campus.
- Cultural Affairs is vibrant on both campuses and the Arts calendar was distributed listing events for the fall at both campuses.
- The Bookstore opened this spring and it has a full array of books, a coffee corner, apparel, etc. This has added quite a bit to student life.
- The Lab School opened two weeks ago in the Tower Building and is doing very well.
- Thanks to VPSS Broadie, there is a full-time student coordinator at Newburgh, Edmond Lugo, and he has done a great job. Trustee Lewis noted that being at College should be fun for students and they should be involved in activities, in addition to their academic studies. It is the job of Student Activities to encourage students to be involved. The Student Clubs are also doing very well and every faculty member in Newburgh is an advisor to a club.
- I-Connect week is being held at both campuses and VP Broadie noted that this is a week of activities to engage students, familiarize them with the College, and inform them about tutorial services, library services, workshops, and sessions on financial aid planning.
- The Sculpture Show was a great success over the summer.
- Unfortunately a major flood took place in July in the Tower Building but VP Ross commended the maintenance team for doing a great job cleaning up and getting the building ready for the start of classes. The construction company has taken responsibility for all of the damages.
- The Honors program now has a presence at the Newburgh Campus with 15 students who qualify for the program. Elaine Torda, Honors Coordinator and Department Chair for

Interdisciplinary Studies, is spending a day a week at Newburgh recruiting more honor students and building the program.

Trustee Krahulik asked if the library is available to the general public. VP Ross noted that it is available to the community however their time is limited if it is a busy time for students. Students are given preferential treatment over community members. Trustee Lewis noted that the log-in helps because students must use their “A” number to log on to the computer. There is a time limit of 60 minutes for community members, but they are welcome to stay if the library is not busy.

Chair Wolfe recognized VP Ross for doing a great job at the Newburgh Campus.

X. COMMENTS FROM THE PUBLIC

President Richards congratulated Trustee Murphy on her Golden Anniversary as a Dominican Nun.

XI. BOARD DISCUSSION

XII. EXECUTIVE SESSION – Held prior to the Committee of the Whole Presentation

XIII. BOARD ADJOURNMENT

At 5:20 PM, a motion was made (Krahulik/Lewis) to adjourn the meeting.

Respectfully submitted,

Carol A. Murray
Secretary to the Board

***NEXT BOARD MEETING
Tuesday, October 9, 2012
4 PM – 5:45 PM
Morrison Hall, Music Room, Middletown Campus***