

MINUTES OF THE ORANGE COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES
 MEETING HELD ON MONDAY, FEBRUARY 13, 2006, AT 7:00 PM, MUSIC ROOM, MORRISON
 HALL

Present: Chair R. Ginton, J. Wolfe, B. Hodge, A. Anthonisen, J. Boyce, S. Hunter, D. Mirro,
 M. Murphy

Absent: R. Calderin, H. Gareiss

5:45 pm EXECUTIVE SESSION

A discussion on personnel matters took place and no action was taken during the session.

I. CALL TO ORDER

At 7:00 pm Chair R. Ginton called the meeting to order and noted a quorum was present. Board Chair Ginton welcomed two new trustees. President Richards administered the Oath of Office to Jenna Boyce, the newly elected Student Trustee and the recently appointed Trustee Margaret Murphy.

Board Chair Ginton read a Resolution honoring Trustee Hunter for his sixteen years of dedicated service to the College. He served the College unselfishly and in many instances went above and beyond the call of duty.

II. CONSENT AGENDA

A motion was made to approve Consent Agenda Items A - I
 as presented.

Wolfe/Hodge
 Unanimous

A. Approved the Minutes from the regular meeting held on January 9, 2006 as presented.

B. Approved the petty cash report for January 2006 in the amount of \$90.36.

C. Approved Management Confidential Title Change:

<u>Name</u>	<u>Previous Title</u>	<u>New Title</u>	<u>Effective</u>
Richard Heppner	Interim Associate Vice President for Liberal Arts	Associate Vice President for Liberal Arts	Spring 2006 Semester*

*The 2006 Spring Semester will begin his first year of the retreat window.

D. Approved Faculty Appointments:

<u>Name</u>	<u>Discipline</u>	<u>Effective</u>
Melissa Browne	English Instructor, English and Foreign Languages Department, full-time, temporary	Spring 2006 Semester
Deborah Chedister	English Instructor, English and Foreign Languages Department, full-time, temporary	Spring 2006 Semester
Jennifer Merriam	Special Assistant to the Vice President Coordinator of the Center for Teaching & Learning, abatement of six contact hours	Spring 2006 Semester

E. Approved Staff and Chair Appointments:

<u>Name</u>	<u>Title</u>	<u>Effective</u>
Eric Brosius	Director of ITS, Staff and Chair, Grade III	1/23/06
Artur Charukhchyan	Banner Project Manager	10/05
Lynne Lindh	Banner Project Manager	10/05
Sandra J. Meyers	Director of Academic Advising, Assessment and Counseling, Staff and Chair, Grade III	3/27/06
Franklin Samuels	Technical Assistant, Financial Aid, Staff and Chair Grade I	1/4/06

F. Approved Staff and Chair Retirements:

<u>Name</u>	<u>Discipline</u>	<u>Years of Service</u>	<u>Effective</u>
<u>Faculty</u> Edgar Dass	Professor, English and Foreign Languages Department	16 ½	7/1/06
Professor Dass received the status of Professor Emeritus for his 16 ½ years of dedicated service to the College.			
Mary Makofske	Assistant Professor, English and Foreign Languages Department	14	7/1/06

Staff and Chair

Christine Godwin	Chair/Professor, English and Foreign Languages Department	37	7/1/06
The Early Retirement Incentive offered under the Staff and Chair Contract was approved for Professor Godwin. The status of Professor Emeritus was granted for her 37 years of dedicated service to the College.			
Carole J. Wentzel	Coordinator of Career and Transfer Services	13 ½	12/31/06

G. Approved Faculty Leave of Absence Extension:

<u>Name</u>	<u>Title</u>	<u>Leave Extension</u>
Stephen Kaczowski	Assistant Professor of Mathematics, Mathematics and Computer Science Department	AY 2006-2007

H. Approved Sabbatical Leave:

<u>Name</u>	<u>Discipline</u>	<u>Effective</u>
Jean Halpern	Nursing Department	Fall 2006 Semester

I. The Resolution of Additional NYS aid for 2004-2005 was approved.

III. PRESIDENT'S REPORT

- President William Richards announced that the department chair selection process would be changed. With two department chair retirements, the new department chair process will involve external

competitive searches. Mentoring faculty will continue so that faculty members can apply for department chair positions.

- Last week President Richards attended the Community College Presidents meeting in Albany and the SUNY Presidents meeting in New York City. Most of the discussion centered on legislative lobbying efforts as follows: 1. An increase in base aid of \$250 per FTE. 2. \$200 per FTE for high-need/high-cost programs such as the health professions and technology. 3. A letter requesting these initiatives and signed by alumni from each SUNY college was sent to the State Legislature. Alumnus David MacFarland signed the letter for SUNY Orange.
- On 2/10, President Richards attended the NYSUT luncheon in Albany with Mindy Ross and Kathleen Malia.
- The Governor's proposed budget raised TAP eligibility from 12 credits to 15 credits. If this item remains in the final budget, it will be a tremendous loss to community colleges.
- SUNY Lobby Day in Albany is scheduled for Tuesday, 3/7, and a contingent from the College, including students, alumni, faculty, and Trustees will attend.
- Vice President Dan Bloomer is doing well and plans to attend the Newburgh Planning Committee tomorrow.
- The Orange County Legislators' Luncheon is set for Friday, 3/17, in the Music Room, Morrison Hall.
- The Hospice Campaign on behalf of Jack McMahon's wife, Virginia, and Paul Rickard's mother, Marie, raised \$1,783. A check will be presented to Hospice on 3/2.
- The second annual conference for the Nonprofit Institute takes place on Monday, 3/20, in Harriman Hall.
- The first in a series of Economic Summits will be held on Friday, 3/24, in Orange Hall Theater and Gallery with concurrent sessions in the Bio-Tech Building and Harriman Hall.
- The NYCCT conference in Saratoga Spring, NY is scheduled for 3/31 – 4/1. The Trustees should notify the President's office if they plan to attend.
- Students are permitted to register until census day. By that date, 15% of the term for the course has expired. A review of this policy is being conducted, and President Richards will keep the Trustees apprised of the findings.
- A formal Youth Projects Program will begin for Middle School students.
- Spring enrollment is up 2.3% over 2005.
- With regard to the feasibility study for the Capital Campaign, a list of past donors was distributed to the Trustees. Each Trustee was asked to provide a list of 75 to 80 possible donors to be contacted. Three or four needs for the College will be identified for the Capital Campaign. At the June Board meeting, a report on the feasibility study will be presented to the Trustees.

IV. REPORT OF THE COLLEGE GOVERNANCE SYSTEM

Diane Bliss, President of the College Governance System highlighted the following items:

1. At the January Assembly meeting, the academic impact of full-time to part-time faculty ratios was discussed. Comments included concerns about maintaining course quality and standards, long-term commitment to the College, the recognition that in some areas the use of adjuncts may be advantageous if drawn from the professional field, the impact on full-time faculty and the demands on their time outside the classroom, supervisory issues, the limits of local pools of qualified adjuncts, and others. Conversations will continue to ensure that the College maintains the integrity of its educational offerings to students.

2. On 2/10, Diane Bliss met with VPSD Paul Broadie to review progress on the recommendations from the ad hoc Student Development Review Committee report. Some measures have been taken in relation to the first three major areas of recommendations: strengthening division leadership; improving overall communications; and developing and implementing an effective overall structure to optimize service delivery, decision-making, and communications. The fourth area, assessments, will also be addressed by the Assessment Advisory Committee and with the assistance of the Coordinator of Assessment. While significant steps have been taken, it is also recognized that team-building, trust, and structural/procedural changes will take time. The value of following up on this committee's work with VP Broadie included reminding us of other recommendations forwarded as a part of governance committee work or of the Middle States Accreditation visit. She plans to review the recommendations in that report as governance looks to identify its goals and priorities for the coming year. Mindy Ross is preparing the

Middle States monitoring reports and reports of other progress due to Middle States soon. She will present these to the College community at a future Assembly.

3. The Executive Committee has planned a retreat for 3/17/06, at which they will re-examine the purpose, mission and goals of governance and develop plans to address some of the major issues which may occur in the coming years.

4. In preparation for the retreat and as a mid-year review, a number of accomplishments of governance were identified this year: revised a number of committee charges and continue to review all committees, established webshare for posting of minutes and committee communications and advocated for the creation of division listservs, launched the Information Technology Committee, the Assessment Advisory Committee, approved expansion of the faculty pool for the Board of Inquiry, instituted Discussion Topics at Assembly, created an ad hoc Information Commons Committee, forwarded specific charges related to distance learning and to Faculty and Staff Development to the appropriate committees, began review and updates to the Constitution & By-Laws, among others. Upcoming tasks include addressing the need for a College Code of Ethics and/or Integrity Committee, creating more efficient online reporting forms for committees, reviewing the IT Users Policy and IT Master Plan from the Information Technology Committee, reviewing the results of the Student Course Survey pilot conducted last Fall and considering what the committee forwards as guidelines for its use, follow-through with PBIE as it takes its first run through the online process, and engaging the College community in conversations on the issues facing community colleges in the 21st century.

V. REPORT OF THE STUDENT TRUSTEE

- Student Trustee Jenna Boyce noted that the first meeting of the Student Senate took place on 2/9. At the next meeting, officers will be elected, plans will be made and goals will be set.
- On 2/11, the SUNY Orange hosted a Women-in-Sports Day, where the women's softball, basketball, tennis, and volleyball teams participated in this national event. Approximately 150 girls from 7 – 13 years of age attended the event held in gym.
- The Men's Basketball team clinched the conference championship, and if the Women's Basketball team wins on 2/14, they will win the division title.

VI. OLD BUSINESS - None

VII. NEW BUSINESS

- Trustee Joan Wolfe indicated that the College is working with the Middletown Teachers Center to offer a course in Spanish for teachers to assist them with the growing Spanish-speaking population.
- Trustee Steve Hunter inquired about offering a similar course in Spanish geared toward attorneys.

VIII. COMMITTEE REPORTS AND/OR RECOMMENDATIONS

Administrative Services Committee - None

Personnel and Finance Committee - None

Educational Policies and Student Affairs Committee - None

IX. COMMENTS FROM THE PUBLIC

- Faculty Association President Kathleen Malia commended President Richards and Interim Vice President Mindy Ross for joining her at the NYSUT Luncheon at the Fort Orange Club in Albany on 2/10. It was obvious that President Richards and the other community college presidents are doing an excellent job preparing for the lobby effort. NYSUT accepted their lobby platform. Both organizations will lobby the same package to the legislators in Albany. Professor Malia was pleased that the two groups would show a united front.
- NYSUT Lobby Day is Tuesday, 2/28. Professor Malia and five faculty members will travel to Albany to visit with the legislators

- Vice President Paul Broadie invited the Trustees to attend the Sojourner Truth Awards on Friday, 3/10. Underrepresented students in the 6th – 12th grades from all Orange County schools participate in this program. Approximately 800 individuals attend. County Executive Diana, local and state officials will be present. The keynote speaker is Joshua Smith, a member of the Newburgh Planning Committee, former Chancellor of the California College System, and past President of the Borough of Manhattan Community College.

X. BOARD DISCUSSION

- Trustee Arthur Anthonisen announced that the NYCCT Awards Dinner is set for Friday, 3/31. The College nominated a prominent county official for the Alumni Award.
- In a farewell message to the Board, Trustee Steve Hunter noted that he enjoyed the time her served on the Board. His service been challenging and fun. He stressed that the College is a great institution with very diverse student body. During his tenure, he participated in the search for two College presidents. His final thoughts for the Board were that when preparing the budget, do not pass along the financial burden to the students.

XI. BOARD ADJOURNMENT

At 7:45 pm the Board unanimously consented to adjourn the meeting.

Respectfully submitted,

Maryann Raab
Assistant to the President