

MINUTES OF THE ORANGE COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES  
MEETING HELD ON MONDAY, JUNE 14, 2004, AT 7:00 PM IN THE MUSIC ROOM, MORRISION  
HALL, FIRST FLOOR

Present: R. Ginton, Vice Chair, B. Hodge, A. Anthonisen, D. Boyce, D. Mirro,  
S. Hunter, J. McMahon, J. Wolfe  
Absent: H. Gareiss

**EXECUTIVE SESSION**

At 5:45 pm Vice Chair Roberta Ginton called an Executive session to discuss personnel matters. At 6:00 pm by unanimous consent, the board closed Executive session to reconvene at 7:00 p.m.

**I. CALL TO ORDER**

-At 7:00 pm Vice Chair Ginton called the meeting to order and noted that a quorum was present.

**II. CONSENT AGENDA**

A motion was made to approve Consent Agenda  
Items A and F.

Hunter/McMahon  
Unanimous

- A. Approved the Minutes from the regular meeting held on Monday, May 10, 2004, as presented.
- B. Approved the petty cash report for May 2004 in the amount of \$50.85.
- C. Approved Faculty Appointments for AY 2004-05:

<u>Name</u>	<u>Discipline</u>	<u>Effective</u>
Marie DeFazio	Technical Assistant, Biology Department	AY 2004-05
Kirsten Gabrielsen	Technical Assistant, Biology Department	AY 2004-05
Barbara Pinkall	Instructor, Mathematics and Computer Sciences Department, temporary, full time	AY 2004-05
Ann Sandor	Instructor, English and Foreign Languages Department, full-time, temporary	AY 2004-05
Christopher Slichta	Instructor, English and Foreign Languages Department, full-time, temporary	AY 2004-05
Fern Steane	Instructor, Electrical Engineering Technology Technologies Department, full-time, temporary	AY 2004-05
Janet Stonick	Instructor, Mathematics and Computer Sciences Department, full-time, temporary	AY 2004-05
Elaine Torda	Instructor, English and Foreign Languages Department, full-time, temporary	AY 2004-05
Monty Vacura	Instructor, Biology Department, full-time, temporary	AY 2004-05

- D. Approved Staff and Chair Title change for Eileen Burke from Coordinator of Development Education/Tutorial Services to Coordinator of Learning Assistance Services.

E. Approved of Faculty Promotions for AY 2004-05:

**Assistant Professor to Associate Professor**

Diane Bliss, English and Foreign Languages  
 Alex Jakubowski, English and Foreign Languages  
 Edgar Gutierrez, English and Foreign Languages  
 Mary Warrenner, English and Foreign Languages  
 Robert Moody, Math and Computer Sciences  
 Darlene Walsh, Dental Hygiene

**Associate Professor to Professor**

Barbara Doty, English and Foreign Languages  
 Geoffrey Platt, English and Foreign Languages  
 Frances Cummins, English and Foreign Languages  
 Elizabeth White, Business

F. Approved Tenure for 3<sup>rd</sup> Year Faculty and Staff for AY 2005-06:

**Faculty**

<b><u>Name</u></b>	<b><u>Discipline</u></b>
Ann Marie Georges	Health, Physical Education, Recreation and Dance
Candice O'Connor	Arts and Communication
Dr. Michelle Paradies	Biology
David Rabinowitsch	Nursing
Sue Pendergast	English and Foreign Languages

**Staff and Chair**

Paul Basinski	Social Sciences
Lucinda Fleming	Business Management

**III. PRESIDENT'S REPORT**

- President Richards congratulated the members of the faculty and staff who were granted promotions and tenure. These individuals continue to enhance the good reputation of the College.
- The Trustees/Cabinet Retreat agenda and supplemental information were distributed. The 6/17/04 retreat will be held at the Orange County Arboretum from 8 am to 2 pm. The College's Middle States Accreditation Report went before the Middle States Committee on Higher Education on 6/9/04 and a response should be forthcoming indicating several items that need to be addressed. At the retreat, the Board and Cabinet will focus on the MSA standards and develop a plan to meet the expectations of the Committee on Higher Education.
- President Richards reported on the results of the Federal Title IV financial aid audit. The College was found to be noncompliant in 1999, and the violation was remedied promptly upon discovery. The College is preparing a response documenting supplemental information, which should result in reducing the amount owed. A State audit will take place in the fall. At the appropriate time, President Richards and Chairman Gareiss will visit the Department of Education in Washington, DC to obtain a reduction in the amount due as well as request a multiple-year payment schedule. The College has implemented certain measures to insure that a similar situation does not recur.

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

Professor Dr. James Lynch, President of the College Governance System reported on the following items:

- At the College's final Assembly for AY 03-04 on 5/18, a Newburgh student, Ms. Charisma King, read a statement of appreciation to the Faculty and Staff.
- President Richards discussed the formation of a new Standing Committee for Recognitions and Awards of Faculty and Staff.

- Final reports from all the Standing Committees were distributed in mid-May.
- The Executive Committee appointed Peter Cook and Roseanne Witkowski to the Board of Publications.
- The Ad Hoc Committee for the Faculty Handbook is fully formed and is working with Barbara Lyons. The committee will continue to work on this project throughout the fall.
- The upwardly spiraling price of books was addressed at the May Assembly by a panel composed of Vice President Kirk Manning, Pam Suters, Director - Bookstore, and Glen Connoly, a College Association representative.
- A Mentoring Program for all new college personnel will commence in the fall, under the direction of Wendy Holmes, Human Resources Officer.

## V. REPORT OF THE STUDENT TRUSTEE

Student Trustee Donald Boyce thanked the Board members, Faculty and Staff for an amazing experience during his one-year term in office. He indicated that it has been a pleasure to serve the College.

## VI. OLD BUSINESS

At the 5 pm Committee of the Whole meeting, Vice President for Administration Daniel Bloomer presented the College Budget for AY 2004-05.

A motion was made to adopt the College Budget for AY 2004-05 as presented.

McMahon/Hunter  
Unanimous

## VII. NEW BUSINESS

i. The implementation of an assessment fee was discussed briefly. A \$25 fee will be charged to any individual participating in assessment testing. For those who enroll at the College, the fee will be credited to the student's account.

A motion was made to approve the implementation of a \$25 assessment fee.

Hunter/Wolfe  
Unanimous

ii. Vice President for Student Development Kirk Manning reviewed the modest increase in insurance fees per semester of \$1.50 for full-time students and \$1.00 for part-time students. Both full-time and part-time students would receive enhanced coverage of \$2,500 in accident benefits. Full-time students would receive an additional \$7,500 sickness benefit and a \$2,500 accidental death benefit.

A motion was made to approve the new coverage and insurance fee increase per semester of \$1.50 for full-time students and \$1.00 for part-time students as presented.

Anthonisen/Hunter  
Unanimous

- iii. A motion was made to approve the renewal of Vice Presidents and management confidential contracts effective 9/1/04 through 8/31/05 as follows:

**Vice Presidents**

J. Daniel Bloomer, Vice President for Administration  
 Vinnie Cazzetta, Vice President of Institutional Advancement  
 Dr. Kirk A. Manning, Vice President for Student Development  
 Dr. David L. Rule, Vice President for Academic Affairs

**Management Confidential**

Lawrence Ferrier, Institutional Research and Strategic Plan Officer  
 Wendy Holmes, Human Resources Officer  
 Roslyn Smith, Comptroller  
 Sue Sheehan, Assistant Vice President for Student Affairs

Wolfe/Hunter  
 Unanimous

- iv. A motion was made to approve the appointment of two new Associate Vice Presidents:

<u>Name</u>	<u>Title</u>	<u>Effective</u>
Susan Deer	Associate Vice President of Health Professions	7/1/04-8/31/04 9/1/04-8/31/05
James Dutcher	Associate Vice President for Technology	7/19/04-8/31/04 9/1/04-8/31/05

Anthonisen/Wolfe  
 Unanimous

- v. Vice Chair Roberta Ginton presented Student Trustee Donald Boyce III with a framed Certificate of Appreciation and gift from the Trustees for his outstanding service to the Board during the past year. Student Trustee Boyce thanked the Board for the opportunity to serve the College since he joined student government during his second semester.

Trustee Arthur Anthonisen announced that Donald Boyce will work for NYCCT during the summer. Mr. Boyce will attend SUNY Albany in the fall, and he hopes to continue working for NYCCT throughout the year.

**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**

- i. Professor Dr. Kathleen Malia will travel to Albany to attend the Community College Faculty Counsel meeting where she will gather information regarding the State budget and tuition increases at other community colleges.

ii. Consideration is being given to a broad-based lobbying coalition by community college faculty representatives to deliver a central message to the legislators regarding the budget. Professor Malia would be interested in serving in this capacity.

iii. Student Trustee Boyce congratulated the incoming Student Trustee Kenneth Sincerbox, whose position becomes effective 7/1/04.

iv. Vice Chair Glinton thanked Professor Christine Godwin for her contribution of the Zane Gray photographs and memorabilia displayed in the Morrison Hall Library.

v. Trustee Jack McMahon requested an update on the President's Breakfasts held at different locations in Orange County during April and May 2004. President Richards highlighted the success of these visits. The breakfasts have been welcomed by the community and will continue throughout the year.

## **X. BOARD DISCUSSION**

At 7:40 pm a motion was made (Anthonisen/McMahon) to adjourn the meeting.

Respectfully submitted,

Maryann Raab