MINUTES OF THE ORANGE COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES
MEETING HELD ON MONDAY, JUNE 13, 2005, AT 7:00 PM, MUSIC ROOM, MORRISON HALL

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

I. CALL TO ORDER

At 7:00 pm Vice Chair Joan Wolfe called the meeting to order. She welcomed the new Student Trustee Kathleen Golden whose term begins on 7/1/05. Appreciation was extended to Student Trustee Kenneth Sincerbox for his outstanding service to the Board.

II. CONSENT AGENDA

A motion was made to approve Consent Agenda Items A – K as presented. Garreiss/Hunter Unanimous

A. Approved the Minutes from the regular meeting held on May 9, 2005 as presented.

B. Approved the petty cash report for May 2005 in the amount of $112.71.

C. Approved Faculty Appointments:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Effective</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anne Sandor</td>
<td>English Instructor, English &amp; Foreign Languages Department, full-time, tenure track</td>
<td>AY 2005-06</td>
</tr>
<tr>
<td>Elaine Torda</td>
<td>English Instructor, English &amp; Foreign Languages Department, full-time, tenure track and Coordinator of the Honors Program</td>
<td>AY 2005-06</td>
</tr>
<tr>
<td>Monty Vacura</td>
<td>Biology Instructor, Biology Department, full-time, tenure track</td>
<td>AY 2005-06</td>
</tr>
</tbody>
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D. Approved Staff and Chair Appointments:

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<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Effective</th>
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</thead>
<tbody>
<tr>
<td>Patricia Guallini</td>
<td>Interim Chair, Department of Social Sciences</td>
<td>AY 2005-06</td>
</tr>
<tr>
<td>Ronald Jurain</td>
<td>Interim Chair Department of Criminal Justice</td>
<td>Fall 2005</td>
</tr>
</tbody>
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E. Approved Management Confidential Appointment:

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<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Effective</th>
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</thead>
<tbody>
<tr>
<td>Richard Heppner</td>
<td>Interim Associate Vice President for Liberal Arts</td>
<td>7/1/05 – 8/30/05</td>
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For the period 5/2/05 – 6/30/05, he will receive a stipend of $1,200 per month for the part-time transitional period.
F. Approved Unpaid Leave of Absence

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<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Effective</th>
</tr>
</thead>
<tbody>
<tr>
<td>Andres Delgado</td>
<td>Associate Professor, Mathematics/Computer Science Department</td>
<td>AY 2005-06</td>
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G. Approved Staff and Chair Resignation

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<tr>
<th>Name</th>
<th>Title</th>
<th>Effective</th>
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</thead>
<tbody>
<tr>
<td>Michael Prutsman</td>
<td>Coordinator, Student Success Center</td>
<td>6/23/05</td>
</tr>
</tbody>
</table>

Appreciation was extended to him for his four years of dedicated service to the College.

H. Approved Promotions for AY 2005-06

**FACULTY**

**Assistant Professor to Associate Professor**

Jean Halpern, Nursing Department  
Walter Jahn, Biology Department  
Mary Ann Van Benschoten, Learning Resource Center  
Terri VanEveren, Counseling  
Josephina Vondras, Accounting/Office Technologies

**Associate Professor to Professor**

Edgar Dass, English Department  
Eileen Drabik, Nursing Department  
Ken Hirschel, Mathematics Department  
Lee Hunter, Social Sciences  
Tim MacMahon, Science/Engineering Department  
Ming Wang, Mathematics Department  
Cheryl Ward-Simons, Nursing Department

**STAFF AND CHAIR**

**Assistant Professor to Associate Professor**

Lori Schneider, Physical Therapist Assistant/Massage Therapy Department

I. Approved Tenure for 3rd Year Faculty

<table>
<thead>
<tr>
<th>Name</th>
<th>Discipline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amy Hillick</td>
<td>Learning Resource Center</td>
</tr>
<tr>
<td>Jennifer Merriam</td>
<td>Biology Department</td>
</tr>
<tr>
<td>Ann Prial</td>
<td>Mathematics Department</td>
</tr>
<tr>
<td>Abdel Farah</td>
<td>Social Sciences Department</td>
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</tbody>
</table>

J. Approved Sabbatical Leave

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<thead>
<tr>
<th>Name</th>
<th>Discipline</th>
<th>Effective</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eric Brooks</td>
<td>Business Management Department</td>
<td>Fall Semester 2005</td>
</tr>
</tbody>
</table>
K. Approved Merit Stipends effective AY 2005-06

<table>
<thead>
<tr>
<th>Faculty Name</th>
<th>Department</th>
<th>Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alex Jakubowski</td>
<td>English Department</td>
<td>$500 to be added to base salary</td>
</tr>
<tr>
<td>Stacey Moegenburg</td>
<td>Technologies Department</td>
<td>$500 to be added to base salary</td>
</tr>
<tr>
<td><strong>Staff and Chair</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eric Brosius</td>
<td>Technical Services</td>
<td>$500 to be added to base salary</td>
</tr>
<tr>
<td>Patricia Cregar</td>
<td>Institutional Advancement</td>
<td>$500 to be added to base salary</td>
</tr>
<tr>
<td>Lucinda Fleming</td>
<td>Business Management</td>
<td>$500 to be added to base salary</td>
</tr>
<tr>
<td>Eileen Lux</td>
<td>Human Resources Office</td>
<td>$500 to be added to base salary</td>
</tr>
<tr>
<td>Margot St. Lawrence</td>
<td>Admissions</td>
<td>$500 to be added to base salary</td>
</tr>
<tr>
<td>Lori Wilson</td>
<td>Human Resources Office</td>
<td>$500 to be added to base salary</td>
</tr>
<tr>
<td><strong>Management Confidential</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maryann Raab</td>
<td>President’s Office</td>
<td>$500 to be added to base salary</td>
</tr>
</tbody>
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III. PRESIDENT’S REPORT

President William Richards reported on the following topics:

- Warm thanks were expressed to Student Trustee Kenneth Sincerbox for a year of some of the finest leadership President Richards has seen in his 25 years in the profession. While lobbying in Albany, Trustee Sincerbox led the discussions. Ken is dedicated to the College's well being. Vice Chair Wolfe commented that the students who Trustee Sincerbox represented should be very proud of the outstanding job he performed.

- President Richards noted that we are fortunate to have Kathleen Golden as our new Student Trustee for 2005-06.

- The Board Retreat agenda was modified. The retreat at the Orange County Citizens Foundation (Seligmann Homestead) commences at 8 am and will be completed by 12:30 pm. Four topics will be reviewed to seek the Board members’ guidance and approval.

- The Newburgh Project Planning Committee is addressing space planning and a feasibility study. The top priority is to hire a consulting firm by early August. The committee set a schedule of meetings and target approval dates. By the September Board meeting, President Richards will provide an update on the project.

- Under “New Business,” one resolution requests the approval of the Newburgh Project. The resolution is required by the State in order for the College to update our Facilities and Master Plan. Eventually the Orange County Legislature will need to approve the project before the College can gain access to the $15.9 million approved by the State Legislature.

- A letter was recently sent to the Trustees regarding a retainer agreement from a legal firm who was contracted by SUNY Board Chair Thomas Egan. The agreement stipulates that the firm will look into the relationship between the SUNY Board of Trustees and College Board of Trustees with regard to finances and academic relationships. The firm will review the relationship and suggest changes to the SUNY Board. President Richards will provide periodic updates.

- With regard to the Title IV liability, the situation has been settled. The final payment will be made soon. As a result of supplying supporting evidence to rebut the appeal, the College was able to save $100,000 in payments.

- The College is working toward an equitable position for day and evening adjunct faculty. The second resolution will advance certain benefits such as tuition remission, religious observance and jury duty. Evening adjunct salary equity should occur in the Fall 2006.

- The consortium with Orange, Rockland and Ulster Community Colleges received a $4.2 million grant project to build programs in emergency response areas. The leadership in Orange County supports this effort. The College’s share comes to $1.4 million. The consortium can build programs that we do not have now. Students from the three colleges will be permitted to take classes at the other colleges. Each college would not have to duplicate expensive equipment needs for specialized programs.
IV. REPORT OF THE COLLEGE GOVERNANCE SYSTEM

Professor Diane Bliss, President of the College Governance System presented the final Governance report for AY 2004-05:

1. Great progress has been seen in the College Governance Committees, especially with regard to Middle States and the Academic Master Plan. The flow of communications has improved tremendously. On the Planning, Budget and Institutional Effectiveness Committee, there has been a merging of the process with the Academic Master Plan. Communication improved throughout the departments upwards to the Associate Vice Presidents (AVPs) and the Vice Presidents. Departments collaborate and the AVPs collaborate. As a result of the improved cooperation, there is less overlap and more effectiveness in budget requests and programs.

2. The Strategic Planning Process and Missions, Vision and Goals are the key to the improvements and the Governance Systems hopes that it continues. They see a streamlined, effective and efficient planning because of the flow of information.

✓ Student Trustee Sincerbox inquired about student representation on the Executive Committee of Governance. Professor Bliss assured him that in the Fall 2005, her first task would be to include students on that committee.

V. REPORT OF THE STUDENT TRUSTEE

➢ Student Trustee Kenneth Sincerbox thanked the Board for the opportunity to work with them during the past year. He is grateful to be a part of this organization where he learned many invaluable lessons. Expressions of appreciation were extended to President Richards, the Vice Presidents, Maryann Raab and Cathy Markovitz.

➢ Each person at the College has made an impact on him and his fellow students. Trustee Sincerbox will miss being a part of the College Community. In such a short time, the College has come a long way. He looks forward to the completion of the Newburgh project, greatly enhanced technology on campus and the renovation of the Middletown campus.

➢ If all these visions come to pass, the College’s presence in Albany must increase in order to obtain more resources. In addition, the College must continue to develop more partnerships with businesses in our community so the cost of tuition does not pass down to the students. At the same time, the College must continue to provide the highest quality of education for the students.

VI. OLD BUSINESS

1. A motion was made to approve the Resolution requesting permission for the College to proceed with the migration to the Banner Program.  
   Anthonisen/Sincerbox  
   Unanimous

2. A motion was made to approve the Resolution for Extension of Certain Benefits to Evening Adjunct Faculty: Tuition Waiver, Religious Observance Leave and Jury Duty Leave.  
   Sincerbox/Hodge  
   Unanimous

Trustee Jack McMahon questioned the wording under “Tuition Remission” stating that enrollees shall not be counted toward the minimum number of students necessary for the class.” Vice President Bloomer confirmed that this wording is used in the other College contracts and does not affect the FTE count.
3. A motion was made to approve the Newburgh Project to establish a full campus in the City of Newburgh. Anthonisen/Gareiss Unanimous

Trustee Steve Hunter questioned using a portion of the monetary gift from the Kaplan Family for the Newburgh Project to create a branch campus. Vice President Bloomer pointed out that the money would be utilized to begin the planning process, which includes a feasibility study and locating a suitable building site.

VII. NEW BUSINESS

1. A motion was made to approve the Budget for 2005-2006 as presented. Hunter/Hodge Unanimous

VIII. COMMITTEE REPORTS AND/OR RECOMMENDATIONS

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

In the absence of Chair Roberta Glinton, this report will be deferred to the next Board meeting.

IX. COMMENTS FROM THE PUBLIC

- County Legislator Jeffrey Beckman made a presentation to the Trustees pertaining to the expansion of Orange County Community College that he feels will best serve all the people. Focus has been placed on establishing a Newburgh campus, and he believes the legislators need more information. County Legislator Berkman asked that the Trustees consider the expansion of the Middletown campus as well. Using an enlarged map of the City of Middletown and surrounding areas, he reviewed available locations marked on the map:
  - Honda Dealership on Fulton Street
  - Princeton Upholstery Building in downtown Middletown
  - Waverly Place – vacant land
  - Tuckerman Hall – Community Campus
  - Selma Kliner Building – Community Campus
  - Paramount Theater – long-term lease w/ the City of Middletown

- County Legislator Berkman assured the Board that this was a friendly visit and requested that the Trustees take his suggestions under consideration. Also, Mr. Berkman discussed the above suggestions with Mayor Marlinda Duncanson and the Middletown Common Council.

- Trustee McMahon petitioned Mr. Berkman to research the taxes for the Honda location. In addition, Trustee McMahon pointed out that the Waverly Place location is designated as wetlands, Mr. Berkman promised to follow up.

- Vice Chair Wolfe thanked Mr. Berkman for his presentation, and she noted that a great deal of time went into preparing for the presentation.

- Professor Kathleen Malia, President of the Faculty Association, reported on the following items:
  1. As members of the Orange County Teachers Association, the College participated in sending a large basket of fruit to the family of 1st Lieutenant Louis E. Allen, who died in service to his country on 6/8/05 in Iraq. Prior to being deployed, he was a science teacher at George Baker High School in Tuxedo, NY.
2. Professor Malia recently attended the SUNY Community College Faculty Council meeting in Albany. Lobbying for higher education and professional practices are key issues. You may contact Professor Malia to obtain an article regarding changes to the State education law requirements.

3. Professor Malia briefly discussed extra expenses necessary to conduct professional educational programs. She will spearhead a lobby effort and reach out to other community colleges down state, and she plans to extend an invitation to a lobbyist to visit this area to discuss this matter in greater detail. Collaborating with other colleges would alleviate the dilemma relating to the expense for these programs. President Richards noted that this topic appears on the Community College Presidents’ Agenda.

The new Student Trustee Kathleen Golden thanked everyone for a warm welcome, and she looks forward to working with the Trustees.

X. BOARD DISCUSSION

➢ Trustee Arthur Anthonisen briefly discussed retainer agreement with Harris Beach, LLP. This situation was the result of the NCHMES report. A letter was mailed to the Trustees explaining the reason that the SUNY Board of Trustees retained attorneys for a one-year period. The SUNY Board wants the firm to research the relationship between the SUNY Board of Trustees and the SUNY Community Colleges Board of Trustees. President Richards will keep the Board informed about this issue.

➢ President Richards presented an engraved Trustee’s Medal to Jack McMahon, who is retiring after more than 20 years of dedicated service to the Board. Best wishes were extended to Trustee McMahon. He will be greatly missed by all.

XI. BOARD ADJOURNMENT

At 7:45 pm, a motion was made (Anthonisen/Sincerbox) to adjourn the meeting.

Respectfully submitted,

Maryann Raab
Assistant to the President