

**UNAPPROVED Minutes of the Meeting of the Board of Trustees
Ulster County Community College
August 18, 2015**

A meeting of the Board of Trustees of Ulster County Community College was held on Tuesday, August 18, 2015, in the Howard C. St. John Seminar Room, Clinton Hall. The following were in attendance:

William L. Spearman	Chair
Timothy Sweeney	Vice Chair
Victoria St. John-Gilligan	Secretary
Anna Brett	Trustee
Françoise Dunefsky	Trustee
Rod Futerfas	Trustee
Gabriel Sottile	Trustee
Alan P. Roberts	President
William J. Ryan, Jr.	College Attorney

Excused Absences: Karen Clark Adin, Trustee

Also in attendance were Ann Marrott, Vice President and Dean of Enrollment Management, Kevin Stoner, Dean of Academic Affairs, Christopher Marx, Dean of Continuing & Professional Education, W. John Dunn, Interim Dean of Administration and Jennifer Zell, Secretary to the Board of Trustees.

Call to Order

Chair Spearman called the meeting to order at 4:02 p.m.

Vice President Marrott welcomed Matt Brennie, Assistant Dean of Student Services and Athletic Director and Todd Zeff, Director of Student Support Services – Disabilities who were recognized for their efforts in being awarded two Student Support Services TRiO federal grants. SUNY Ulster was one of four community colleges in New York State to receive both grants. President Roberts commended them on the amount of work that was done to receive these grants and Chair Spearman echoed congratulations from the Board of Trustees.

Approval of Consent Agenda Resolutions

Chair Spearman referenced the consent agenda, minutes of the July 8, 2015, meeting and asked for a motion to move the consent agenda items, except for Resolution #15-8-105, which was pulled for discussion.

Mr. Sweeney moved, and Ms. Dunefsky seconded the motion. Chair Spearman asked if there were any additional questions. There being none the following resolutions passed unanimously:

- ❖ **Resolution #15-8-101 Ratification of Resolution #15-8-100 Travel Beyond Limit-OPAP Pursuant to Board Policy 1.1 ARTICLE V 2.c (Primus)**
- ❖ **Resolution #15-8-102 Probationary Reappointment – OPAP (Brennie)**
- ❖ **Resolution #15-8-103 Term Reappointment – OPAP (Corcoran-Johnston)**
- ❖ **Resolution #15-8-104 Term Reappointment - OPAP (Primus)**
- ❖ **Resolution #15-8-106 Retirement & Distinguished Staff – CSEA (North)**
- ❖ **Resolution #15-8-107 Retirement & Distinguished Staff – CSEA (Rion)**
- ❖ **Resolution #15-8-108 Retirement & Distinguished Staff – CSEA (Smith)**
- ❖ **Resolution #15-8-109 Resignation – OPAP (Hamilton)**
- ❖ **Resolution #15-8-110 Resignation – OPAP (Torres)**
- ❖ **Resolution #15-8-111 New Titles**
- ❖ **Resolution #15-8-112 Travel Beyond Limit – Faculty (Denvir & Kaufman)**
- ❖ **Resolution #15-8-113 Travel Beyond Limit – Faculty (Kole)**
- ❖ **Resolution #15-8-114 Travel Beyond Limit – Faculty (Phelan)**
- ❖ **Resolution #15-8-115 Travel Beyond Limit – OPAP (Schwerert)**
- ❖ **Resolution #15-8-116 Amendment to Resolution #15-5-71 Tuition & Fee Schedule and Student Refund Policy - 2015 – 2016**

- ❖ **Resolution #15-8-118 Six Year Capital Program 2016 – 2021**
- ❖ **Resolution #15-8-120 Graduation List – Summer 2015**

Mr. Spearman noted that Resolution #15-8-105 had been updated since it was presented at the Committee meeting and referenced that a resolution will be done next month for one individual.

Chair Spearman asked for a motion. Ms. St. John-Gilligan moved, and Ms. Brett seconded the motion. Chair Spearman asked if there were any additional questions. There being none the following resolution passed unanimously:

❖ **Resolution#15-8-105 Retirements and Retrenchments**

Chair's Report

Chair Spearman reminded the Trustees of the appointment of the nominating committee (Anna Brett, Françoise Dunefsky and Rod Futefas), who will present a slate of officers in October at the annual meeting.

Chair Spearman announced that he will have the opportunity to deliver remarks to faculty and staff tomorrow on Opening Day (August 19).

Chair Spearman referenced concerns by community colleges and Trustees throughout the State on a number of SUNY System Administration initiatives, including an initiative of Governor Cuomo, the formation of regional councils and SUNYs mandate of adding chief diversity officers to campuses. He indicated that the New York Community College Trustees (NYCCT) will be discussing these initiatives at the upcoming conference in Cooperstown (September 17-20). Chair Spearman also noted that he has been asked to serve as emcee of this year's annual NYCCT awards event, as Trustee Emeritus David Rylance is unable to attend this year's event.

Chair Spearman announced that SUNY Ulster will participate on a panel at the upcoming NYCCT conference on presidential searches. He also referenced that he was asked to present to the SUNY Board of Trustees Committee on our presidential search process on September 9 in Albany, as they are looking for feedback on the timelines of search processes and input on the SUNY presidential search whitepaper.

Chair Spearman referenced his working with Dr. Roberts and discussions on our strategic plan, as well as beginning of the development of the presidential evaluation and performance plan process.

Chair Spearman referenced the more active role of the Trustees over the past twelve months and reiterated that President Roberts will be on the forefront for matters with the County. He clarified that the Trustees will be supportive, but not the lead role in dialogue with the County.

Chair Spearman reminded the Trustees that we have a vacant seat on the Board awaiting appointment from the Governor and that we are conducting an election for a student trustee in the next couple of weeks.

President's Report

President Roberts referenced his active listening tour and his Opening Day address scheduled for tomorrow. He stated that the Cabinet is looking at priorities and noted that Lorraine Salmon has been invited as a member. President Roberts noted that Cabinet meetings are held every Monday morning and that enrollment is our number one priority.

President Roberts congratulated our NYCCT Awardees, William L. Spearman, *Marvin A. Rapp Award for Distinguished Trustee Service*; Françoise Dunefsky, *Distinguished Alumna for Professional Contribution Award*; and Trustee Emeritus David Rylance, *Alice Holloway Young for Distinguished Service by a Retired Trustee*. He looks forward to the upcoming New York Community College Association of Presidents Meeting and the NYCCT conference and awards banquet.

President Roberts noted that faculty and staff will be invited to present at upcoming Board meetings and that we are working on the development of a three-year budget, along with a dashboard. He stated that we are looking at community needs to develop workforce training opportunities and new programs. President Roberts reiterated that assumptions will

be backed with data for data driven decisions and noted that everyone on campus has a number that can be increased in a positive way, which can be tied to a goal being worked on and to the strategic plan.

President Roberts referenced the work of Vice President Marrott and Dean Stoner on taking our external factors and incorporating them with our strategic plan in order to operationalize the plan. Vice President Marrott noted that some of these factors were received after the Board's approval of our 2015-2019 Strategic Plan (SUNY's Diversity mandate; SUNY Excels; ILOs; CCSSE results; MSCHE) We are going to start by using *What Excellent Community Colleges Do*, as a tool to jump into the strategic plan. Dean Stoner referenced SUNY Excels, the Chancellor's SUNY-wide goal of reaching 150,000 graduates, and what are we going to do with admissions, retention, persistence and programs and how we move the dial in these areas based on data. Discussion ensued.

Chair Spearman thanked Vice President Marrott and Dean Stoner for their update and Ms. St. John-Gilligan commended them for their efforts with the strategic plan.

Vice President's Report

Vice President Marrott announced our receipt of the Carl Perkins VTEA Grant in the amount of \$124,000, which enabled us to utilize \$39,000 for equipment for veterinary technology and \$85,000 for staff counseling in career and technical programs.

Vice President Marrott gave an enrollment report for fall 2015 and indicated that we are 6.8% away from our fall projections without Collegian enrollments (75 FTEs below last years actual for the spring semester.) She noted that we deregistered the same number of students last week as compared to last year (34%) and stated that we typically reregister 65%. Vice President Marrott noted that the students were engaged and that we need to find out what happened between registration and payment.

Vice President Marrott noted that she and Dean Stoner are reviewing ExpressSemester course offerings for the Stone Ridge Campus, Kingston Center of SUNY Ulster (KCSU) and online.

Vice President Marrott gave an enrollment update on the KCSU (275 registrations, as compared to 389 registrations at the Business Resource Center last Fall) and referenced our Fast Finish seven-week accelerated courses for adult students. Chair Spearman encouraged the next step of asking employers for their needs for employees. Discussion ensued

Vice President Marrott referenced the KCSU Open House is currently being held this evening, followed by a free outdoor concert.

Vice President Marrott referenced nursing program enrollments (56 spots available and filled) and referenced a proposal for the Trustees' consideration next month to open the program to out of County residents.

Vice President Marrott shared chargeback survey data from the Ulster County Finance Office. Based on 112 surveys: 50% say college of choice is closer to their home; 25% say college of choice is closer to their job. She stated that President Roberts and the Cabinet are reviewing the programs listed on the surveys to see if they are feasible for SUNY Ulster. Discussion ensued.

Educational Programs

Chair Spearman recognized Ms. Dunefsky who asked Dean Stoner to guide the Trustees through his report.

Dean Stoner referenced our Veterinary Technology program's accreditation status (on probation) and noted he is confident that we have addressed their concern of demonstrating proficiency in clinical aspects with the establishment of a partnership and MOU with the Ulster County SPCA for use of a surgical suite. He stated that students will be starting in October with direct supervision and that a response is due to the AMVA by September 11.

Dean Stoner announced that the program prioritization process has commenced with data pulls and direct conversations with faculty (19 programs have fewer than 10 students in them.) He reiterated the need for us to partner with the

community to build what will allow us to be successful. Chair Spearman thanked Dean Stoner on behalf of the Board for the efforts in conducting this analysis.

Economic Programs

Chair Spearman recognized Dean Marx and asked him to guide the Trustees through his report.

Dean Marx commended everyone for their efforts with the KCSU and referenced the synergies between departments, along with a credit focus in the Fall 2015 Continuing & Professional Education brochure. He stated that we are still located at the Business Resource Center, operating a computer classroom, as we figure out next steps.

Dean Marx recognized Director of Professional Technology Programs, Barbara Reer, who was instrumental in the coordination and design of a SUNY-wide website advertising the advanced manufacturing programs that are available through the SUNY community college system.

Dean Marx announced that the Mid-Hudson Health and Safety Institute has again secured the annual \$25,000 training contract with the New York City Department of Environmental Protection and noted that we are applying for an additional \$100,000 training opportunity.

Dean Marx stated that SBDC Director, Dr. Arnaldo Schwerert, is a strong link for business between the Hudson Valley and China and referenced his recent hosting of a senior business manager from Tangshan Municipal Bureau of Business in China. He also noted that Dr. Schwerert met with Mike Hein, Ulster County Executive, and Suzanne Holt, Director of the Ulster County Office for Economic Development, to review upcoming joint outreach projects, including a new county initiative to attract technology-based business.

Dean Marx noted that he and Dean Dunn are meeting with Ulster County representatives to start talking about remaining at the Business Resource Center and the vision of the Pfeiffer Center in that location. Discussion ensued.

Finance

Chair Spearman recognized Chair of Finance, Mr. Sottile who asked Interim Dean Dunn to guide the Trustees through the financials.

Dean Dunn referenced that there are no findings on the claims audit report for the months of June and July 2015.

He noted that we started with a \$25 M adopted budget a \$24,886,562 revenue projection and noted that our current revenue is \$24,324,306. Dean Dunn reiterated that all of these figures have been certified today and that they are solid numbers. He stated that we recovered losses in revenue with the controlling of expenses. Dean Dunn projected an approximate contribution of \$200,000 to the fund balance, as of today. Discussion ensued.

Dean Dunn noted that the College Association and the Foundation's audits are well underway. He also referenced meetings to receive feedback on 2015-16 budget initiatives. Dean Dunn announced that the 2016-17 budget will be developed with a new process and by utilizing Banner. He also referenced the four priorities that need to be addressed for 2015-2016 (Human Services, Media, Library, Registrar's Office.)

Facilities

Chair Spearman recognized Chair of Facilities, Mr. Sweeney who asked Dean Dunn for an update.

Dean Dunn referenced our 2016-2021 Capital Projects and reiterated that they are focused on health and safety, including the repair of the leech field, gym wall replacement, bridge repair, water project and a new facilities master plan, as we have a new leadership team in place and need to review our programs, which drive facilities.

College Attorney, William J Ryan, Jr. gave an update on the water project and indicated that approval of our easement is before the Attorney General's office and noted that we should hear soon, ultimately requiring approval from Vivekananda and from Ulster County. He stated that next steps include the amendment of the agreement with the High Falls Water

District and the authorization to purchase water at the entitlement rate, SEQR and the establishment of a County Capital Project. Discussion ensued.

Mr. Sweeney referenced this morning's opening of the KCSU and that it looks great. Dean Dunn referenced the sidewalk as our only significant issue (not health and safety). He stated that the College purchased the lobby furniture and approximately \$100,000 in computers for the site.

Chair Spearman referenced the Kelder Center Capital Project and that two or three months would be needed for completion.

Chair Spearman referenced our exploration of the possibility of a solar field on campus with encouragement from the County. President Roberts indicated that our previous administration had given them permission to do an analysis on our property and that we would like to see what they are planning, as we don't want to use valuable land.

Dean Dunn referenced the Technology Report and noted the KCSU technology deployment as our biggest initiative.

Foundation/Grant Activities

Chair Spearman recognized Ms. St. John-Gilligan, who asked Ms. Salmon to guide the Trustees through her report.

Ms. Salmon announced that the Ulster Community College Foundation closed its books on June 30 with \$694,000, including a large planned gift from Professor Emerita Ann Gilchrist.

Ms. Salmon announced that \$13,490 was raised at the Dr. Donald C. Katt Institute for Constitutional Studies event on June 18.

Ms. Salmon announced that the Foundation's audit has been completed with no findings.

Ms. Salmon referenced our social media progress and working with College staff to launch a LinkedIn University page.

Ms. Salmon announced the Foundation Board's support of our campaign, *Alumni From Day One*, which allows to start working with students while they are on campus and the adoption of our first *Alumni Ambassador*, Victor Cueva.

Ms. Salmon reminded everyone of the Foundation's upcoming Gala on October 2 and gave special thanks to Gala Co-Chair Ms. Brett. She also announced two upcoming events: College Scholars Ceremony on September 9 and the Sofia & Herbert Reuner Library Writers Series on November 10.

Old Business

President Roberts referenced our search for a Dean of Administration and our receipt of 11 or 12 resumes. He referenced the possibility of inviting some members of the Board once we narrow it down to final candidates and also referenced meeting with our Academic Department Chairs who are looking for a transparent budget process. Chair Spearman and President Roberts thanked Dean Dunn for all of his efforts to date for his wealth of knowledge.

New Business

Chair Spearman thanked Mr. Ryan, Ms. Salmon, Dean Marx and Mr. Sweeney for their assistance with the Kingston Center Lease. Mr. Ryan noted that the last meeting with the County Attorney didn't result in any significant changes to the lease. Discussion ensued.

Chair Spearman referenced a conference call with the Finance Committee Chair, Vice Chair and the President and the consensus of moving forward with the lease at this point, despite the 2% increase annually, as we are so close to entering the building. Discussion ensued.

Chair Spearman read Resolution #15-8-117 Kingston Center of SUNY Ulster Lease and asked for a motion.

Mr. Sottile moved, and Ms. St. John-Gilligan seconded the motion. Chair Spearman asked if there were any additional questions. Chair Spearman referenced the County Executive's work on the KCSU and our partnership. Mr. Sottile noted that we have many upcoming exciting priorities. Discussion ensued. The following resolution passed unanimously:

❖ **Resolution #15-8-117 Kingston Center of SUNY Ulster Lease**

Chair Spearman introduced Resolution#15-8-119 Child Protection Policy.

Vice President Marrott noted that this policy was given to us by SUNY for our consideration of adoption in response to Jerry Sandusky's actions at Penn State; it was required for state-operated campuses to adopt.

She noted that it has been vetted internally, has been reviewed/drafted by Mr. Ryan and noted that children under 17 that are not matriculated or enrolled in a program of study cannot be alone with a faculty or staff member on campus (exceptions, i.e., music tutoring). Vice President Marrott also noted that organizations utilizing our facilities will be required to sign a certification as part of their facility reservation certifying compliance of the policy and that they have checked employees and volunteers against the NY and National sex offender registries within a 90 day period preceding use. Discussion ensued.

Chair Spearman read Resolution #15-8-119 Child Protection Policy and asked for a motion.

Ms. Dunefsky moved, and Ms. Brett seconded the motion. Chair Spearman asked if there were any additional questions. There being none the following resolution passed unanimously:

❖ **Resolution #15-8-119 Child Protection Policy**

Chair Spearman referenced the Dates to Remember Report in the Board materials.

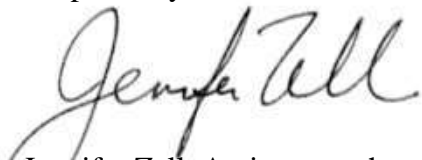
Executive Session

At 5:49 p.m., on a motion made by Mr. Futerfas and seconded by Ms. Dunefsky the meeting moved into Executive Session.

At 5:55 p.m., on a motion made by Ms. Dunefsky and seconded by Ms. Brett, the meeting moved back into regular session.

At 5:56 p.m. there being no further business to come before the Board, Chair asked for a motion to adjourn. Mr. Futerfas moved, Ms. Brett seconded, and the meeting was unanimously adjourned.

Respectfully submitted,



Jennifer Zell, Assistant to the
President & Secretary to the Board of Trustees