

**UNAPPROVED Minutes of the Meeting of the Board of Trustees  
Ulster County Community College  
April 15, 2014**

A meeting of the Board of Trustees of Ulster County Community College was held on Tuesday, April 15, 2014, in the Howard C. St. John Seminar Room, Clinton Hall. The following were in attendance:

Anna Brett	Trustee
James DeArce	Student Trustee
Anne Donovan	Trustee
Françoise Dunefsky	Trustee
John H. Dwyer, Sr.	Trustee
Rod Futerfas	Trustee
Gabriel Sottile	Trustee
William Spearman	Chair
Victoria St. John-Gilligan	Trustee
Timothy Sweeney	Trustee
Donald C. Katt	President
William J. Ryan, Jr.	College Attorney

Excused Absences, Jean Rose, Secretary to the Board of Trustees.

Also in attendance were Ann Marrott, Vice President and Dean of Enrollment Management, Marianne Collins, Dean of Advancement and Continuing Education, John Ganio, Dean of Academic Affairs, Mark Komdat, Dean of Administration and Jennifer Zell, Acting Secretary to the Board of Trustees.

**Call to Order**

Chair Spearman called the meeting to order at 4:00 p.m.

**Approval of the March 18, 2014, Minutes – Monthly Meeting**

Chair Spearman called for a motion to approve the minutes of the March 18, 2014, monthly meeting. Mr. Dwyer moved, and Mr. Sweeney seconded the motion. The minutes were unanimously approved.

**Board Communications**

Chair Spearman reminded everyone of the upcoming Chamber Breakfast on April 22 featuring President Katt on the history and the future of the College.

Chair Spearman referenced the upcoming SUNY Voices Conference on shared governance that will be held next week in Albany and indicated that he, President Katt and James Truitt will be attending.

Chair Spearman thanked Mr. Sweeney for serving as the Chair of the Finance Committee and announced that Mr. Sottile has accepted this position.

Chair Spearman asked the Trustees to let Jenn Zell know if they are interested in SUNY Ulster business cards.

### **Student Trustee Report**

Mr. DeArce introduced Catherine St. Clair and Jennifer Setterlund who are both running for student trustee for the 2014-2015 academic year.

Chair Spearman introduced MaryAnn Bahruth, Associate Professor of Mathematics and Faculty Association Representative who was in attendance.

Mr. DeArce covered recent and upcoming student events on campus and club events off campus, including SUNY Ulster's Got Talent (11 students participated); the Volunteer Expo where 22 vendors participated (Chair Spearman attended as a representative of the Kiwanis Club of Kingston); the Etiquette Luncheon with Ellen Bourhis-Nolan from Mt. St. Mary College (48 students attended); Reverend Childs' presentation for Black History Month (80 students attended); Music Mondays in the Student Life Center; the Business Club participated in the Business Plan Competition at Marist College; the Nursing Club has been selling flamingos for cancer awareness for the American Cancer Society (a ribbon with the name of a loved one is placed on a plastic flamingo that is placed in the quad for a \$10 donation) with the hope of raising over \$700; six students attended the SUNY Student Assembly in Saratoga and Mr. DeArce and Stephanie Mallia supported a resolution for faculty and adjuncts in favor of additional revenue for contingent faculty/that adjuncts are offered more than one class per semester; and the Nursing, Criminal Justice and Theatre Department held a disaster simulation where a bus accident was triaged in the new Nursing Simulation Lab in Hasbrouck Hall. Mr. DeArce indicated the nursing students learned about managing chaos and the criminal justice and theatre students worked on improv. Mr. DeArce suggested creating a position for a full-time nursing lab simulator. He announced that Student Government elections will be conducted April 21-24 online and that results will be announced on April 25. Lastly, Mr. DeArce noted that we will be sending letters and cards to the troops on April 23, that the SUNY Ulster Open House will be held on April 26; the 50<sup>th</sup> Commencement Ceremony will be held on May 15 and the Nursing Pinning Ceremony and the Spring Fling will be held on May 16 at Hillside Manor.

Ms. Brett asked what Reverend Childs' presentation was on. Mr. DeArce noted it was a motivational presentation by young James Childs.

Mr. Sweeney commended Mr. DeArce for his efforts as student trustee this past year and noted he has been a great example to students and a great addition to the board. He thanked Mr. DeArce.

Mr. DeArce noted this is an excellent board and thanked the Board of Trustees for their commitment on behalf of the students.

### **President's Report**

President Katt noted that we received the results of the legislation for the funding of community colleges, and it will be an increase of \$75. (The Senate recommended \$200 and the Assembly recommended \$50.) President Katt stated he believes the reason was the funding of the pre-k initiative and the increase of the maximum TAP award by \$135 dollars; some people in the legislature thought they did enough for higher education with the increase in TAP. He indicated that this has made the

budget process much harder and that we will have to make tough decisions in the next two weeks.

President Katt indicated that he met with Chairman Parete and David Donaldson in March and indicated they brought up the issue of our constantly raising tuition with the suggestion of asking the County to increase their contribution (approx. \$250,000). He stated that he would be contacting them if it looks like we have to raise tuition and indicated that Dean Komdat will be making the final budget determinations.

Mr. Spearman referenced the Finance, Facilities and Technology Committees and the Personnel Educational Programs and Services Committees not meeting as a whole in order to spend more time reviewing committee materials.

### **Vice President's Report**

Vice President Marrott gave an enrollment report and noted we are 7.5% over budget for the spring semester. She indicated that we are 3FTEs away from budget for summer enrollment as compared to last year at the same time. Vice President Marrott noted that we won't meet our budget of 148 FTEs for summer and that she will have a full enrollment report for next month's Board meeting.

Vice President Marrott noted that we are down 15 FTEs for the fall 2014 semester as compared to last year at the same time and referenced 40 fewer students. She stated that our enrollment projection for 2014-15 is flat and referenced the decline in high school numbers. Vice President Marrott also referenced our increase in the Collegian Program enrollments and the enrollment of adults.

Vice President Marrott announced our work with The Farm Hub (Gill Farm) and a meeting last week with both the New World Foundation and Cornell Cooperative Extension to work on an educational component among their services. She indicated that the College is looking to host some of those educational programs, including business law, accounting, agricultural economics and agricultural systems. Vice President Marrott stated that we would be conducting a focus group with growers and producers to seek the courses they are most interested in.

Vice President Marrott announced that we hosted our first STEM Advisory Council meeting last week, including industry representatives and educators. She shared that there was a great exchange of information on issues and concerns in order to get some input on our programs. Vice President Marrott noted that she, Steve Schimmrich, Monika Espinasa and President Katt participated in the meeting.

Vice President Marrott announced that we are expanding registration for the fall semester by going into high schools to directly register students. She also noted that we will be hosting students over the summer for mandatory campus orientation, Campus Connect, which will introduce students to our campus resources in order to help them be successful.

Vice President Marrott referenced the SUNY Mascot Madness Competition and noted that we finished in 8<sup>th</sup> place out of 42 schools.

**Personnel Committee**

Miss Donovan moved resolution #14-4-55, and Ms. Dunefsky seconded the motion. Chair Spearman asked if the resolution required further discussion. There being no further questions, the following resolution passed unanimously.

**Resolution # 14-4-55 Amendment to Resolution #13-11-119 Term Appointment –  
OPAP**

WHEREAS the Dean of Advancement & Continuing Education recommends, and the President concurs, and

WHEREAS, the Personnel, Educational Programs and Services Committees have met and concur, and

WHEREAS, Resolution #13-11-119 approved the term appointment for Cynthia C. Clune, Counselor for SBDC, OPAP Level III, Rank of Instructor, at a base annual salary of \$43,000, effective November 17, 2013, through August 31, 2014, plus future contractual increases, contingent upon funds being available in the SBDC Federal Grant, and be it further

RESOLVED, that the Board of Trustees amends Resolution #13-11-119 to correct Ms. Clune's effective dates **from:** November 17, 2013, through August 31, 2014, **to:** December 10, 2013, through August 31, 2014.

Miss Donovan moved resolution #14-4-56, and Mr. Sottile seconded the motion. Chair Spearman asked if the resolution required further discussion. There being no further questions, the following resolution passed unanimously.

**Resolution # 14-4-56 Amendment to Resolution #14-3-50 Travel Beyond Limit –  
OPAP**

WHEREAS, the Vice President and Dean of Enrollment Management recommends, and the President concurs, and

WHEREAS, the Personnel, Educational Programs and Services Committees have met and concur, and

WHEREAS, the Board of Trustees approved Resolution #14-3-50 for the long distance travel for Lynn Corcoran-Johnston, Director of Student Support Services, to attend the Association for Equality & Excellence in Education, Inc. Conference and Grant Writing Workshop in San Juan, PR, now therefore be it,

RESOLVED, that the Board of Trustees amends Resolution #14-3-50 to change attendees **from:** Lynn Corcoran-Johnston, Director of Student Support Services **to:** Todd Zeff, Director of Student Support Services – Disabilities and the amount **from:** \$3,140 **to:** \$3,160 (\$2,100 covered under SSS/TRiO Grant and \$1,060 from the College budget.)

Miss Donovan moved resolution #14-4-57, and Mr. Dwyer seconded the motion. Chair Spearman asked if the resolution required further discussion. There being no further questions, the following resolution passed unanimously.

**Resolution # 14-4-57 Probationary Reappointment - Faculty**

WHEREAS, the Dean of Academic Affairs recommends, and the President concurs, and

WHEREAS, the Personnel, Educational Programs and Services Committees have met and concur, now, therefore, be it

RESOLVED, that the Board of Trustees approves the probationary reappointment of John Sheehan, Instructor of Computer Science at a base annual salary of \$45,000, for the 2014-2015 academic year, plus future contractual increases, contingent upon funds being available in the College budget.

Miss Donovan moved resolution #14-4-58, and Ms. Dunefsky seconded the motion. Chair Spearman asked if the resolution required further discussion. There being no further questions, the following resolution passed unanimously.

**Resolution # 14-4-58 Probationary Reappointment - Faculty**

WHEREAS, the Dean of Academic Affairs recommends, and the President concurs, and

WHEREAS, the Personnel, Educational Programs and Services Committees have met and concur, now, therefore, be it

RESOLVED, that the Board of Trustees approves the probationary reappointment of Sandra Wiltshire, Assistant Professor of Veterinary Technology at a base annual salary of \$45,000, for the 2014-2015 academic year, plus future contractual increases, contingent upon funds being available in the College budget.

Miss Donovan moved resolution #14-4-59, and Mr. DeArce seconded the motion. Chair Spearman asked if the resolution required further discussion. There being no further questions, the following resolution passed unanimously.

**Resolution #14-4-59 Change In Appointment - OPAP**

WHEREAS, the Vice President and Dean for Enrollment Management recommends, and the President concurs, and

WHEREAS, the Personnel, Educational Programs and Services Committee has met and concurs, now, therefore, be it

RESOLVED, that the Board of Trustees approves the change in appointment for Maria O'Brien as TRIO Counselor, from a ten month position to an eleven month position for 2013-14 fiscal year.

Miss Donovan moved resolution #14-4-60, and Mr. DeArce seconded the motion. Chair Spearman asked if the resolution required further discussion. There being no further questions, the following resolution passed unanimously.

**Resolution # 14-4-60 Term Appointment - OPAP**

WHEREAS the Vice President and Dean for Enrollment Management recommends, and the President concurs, and

WHEREAS, the Personnel, and Educational Programs and Services Committee has met and concurs, now, therefore, be it

RESOLVED that the Board of Trustees hereby approves the term appointment of Manuel Torres, Outreach to Veterans Coordinator, OPAP Level III, Rank of Instructor, at a base annual salary of \$36,982, effective May 1, 2014 through April 30, 2015, plus future contractual increases, contingent upon funds being available in the grant and College budgets, and be it further

RESOLVED, that the granting of this term appointment herein is not deemed to be a guarantee of employment for the duration of the term. This position is “at-will” and Ulster County Community College retains the right to terminate the appointment without cause.

Miss Donovan moved resolution #14-4-61, with regret, as she noted that Dean Collins will be very sorely missed, and Ms. St. John-Gilligan seconded the motion, also with regret. Chair Spearman asked if the resolution required further discussion. There being no further questions, the following resolution passed unanimously.

**Resolution # 14-4-61 Retirement & Dean Emerita Status – Management Confidential**

WHEREAS, the President wishes to recognize long-standing members of the College upon their retirement, and

WHEREAS the Dean of Advancement & Continuing Education has notified the College of her decision to retire, on or around the end of May 2014, with the ability for her to stay past May 2014 until her position has been filled, and

WHEREAS, the President recommends this request be granted, and

WHEREAS, the Personnel, Educational Programs and Services Committees have met, reviewed and concur with this recommendation, now, therefore, be it

RESOLVED, that the Board of Trustees hereby accepts, with regret, the resignation, for retirement purposes, of Marianne Collins, and be it further

RESOLVED, that the Board of Trustees hereby confers the status of Dean Emerita upon Marianne Collins and confers the following privileges upon her retirement:

- use of library services,
- invitation to participate in commencement and other academic programs,

- invitation to represent the College in professional groups,
- use of tuition waivers for Ulster County Community College courses (Additional fees assessed relating to external vendor or contracted costs for credit free courses are not subject to waivers and must be paid by the Dean Emeritus.),
- inclusion of name in the official College catalog,
- access to the College's computer services, including access to the internet and library/information packages available to all College faculty and staff at no additional expense to the College, and
- faculty/staff parking permit.

Miss Donovan introduced resolution #14-4-62 on sabbaticals and asked if faculty members have to serve a certain number of years between sabbaticals. Miss Donovan moved resolution #14-4-62 and Mr. DeArce seconded the motion. Chair Spearman asked if the resolution required further discussion. Mr. Sweeney stated in light of the possible increase in tuition that we may be sending a mixed message if we approve these. Discussion ensued.

Chair Spearman requested additional information be supplied on the requests for sabbatical and suggested that the motion be withdrawn and the resolution tabled until the May 2014 Board meeting. Miss Donovan withdrew the motion.

Miss Donovan moved resolution #14-4-63, and Mr. DeArce seconded the motion. Chair Spearman asked if the resolution required further discussion. There being no further questions, the following resolution passed unanimously.

**Resolution -14-4-63 Travel Beyond Limit - Faculty**

WHEREAS, the Dean of Academic Affairs recommends, and the President concurs, and

WHEREAS, the Personnel, Educational Programs and Services Committees have met and concur, now, therefore, be it

RESOLVED, that the Board of Trustees approves the long distance travel of Dr. Margaret Ordansky, Professor of Biology and Dr. Nancy Decker, Assistant Professor of Biology to study as students of Anatomia Italiana: The Cultural History of Anatomy Along the Italian Peninsula (3 credit) course, July 6 through July 18, 2014.

Miss Donovan moved resolution #14-4-64, and Ms. Brett seconded the motion. Chair Spearman asked if the resolution required further discussion. There being no further questions, the following resolution passed unanimously.

**Resolution #14-4-64 Travel Beyond Limit – Faculty & OPAP**

WHEREAS, the Dean of Academic Affairs recommends, and the President concurs, and

WHEREAS, the Personnel, Educational Programs and Services Committees have met and concur, now, therefore, be it

RESOLVED, that the Board of Trustees approves the long distance travel of Richard Cattabiani, Director of Special International Projects, and Hope Windle, Multimedia Instructional Designer, to travel to the NAFSA: Association of International Educators Colloquium on International General Education, *Fostering & Assessing Global Competencies in General Education*, 66<sup>th</sup> Annual Conference & Expo in San Diego, California, May 28<sup>th</sup> through May 31, 2014.

### **Educational Programs and Services Report**

Chair Spearman recognized Ms. Dunefsky who asked Dean Ganio for an update on the Nursing Program.

Dean Ganio referenced that we continue to receive many more applicants than we have spaces for and indicated that the TEAS testing and the rubric continue to be helpful with selections for program entrance. Dean Ganio referenced being pleased with the success rate for nursing students and echoed what was said earlier regarding the excitement of the nursing faculty and students with the disaster simulation.

Ms. Dunefsky asked if we have been experiencing challenges with clinical placements and noted that we will be facing competition from other nursing programs in the area for clinical placements as well. Dean Ganio referenced Northern Dutchess' preference of not hosting clinicals this year as they are implementing electronic medical records. He also referenced the new requirement of background checks for all applicants participating in clinicals. Discussion ensued.

Ms. Dunefsky asked for an update on the faculty searches that are in process. Dean Ganio noted that we had 19 applicants for the Instructor of Engineering position and that we received over 200 applications for the three probationary appointments as Instructor of English.

### **Academic Senate Chair Report**

Professor James Truitt, Chair of the Academic Senate, gave his first report to the Board of Trustees, including an overview of the mission and the role of the Academic Senate on campus\*. (Mr. Truitt will be sharing reports quarterly with the Board of Trustees in August, November, January and April). Discussion ensued. Chair Spearman thanked Mr. Truitt for his report. \*Handouts related to the presentation are on file with the official minutes.

### **Economic Development Report**

Chair Spearman recognized Dean Collins who shared that we hosted Diane Depuydt, an Interstate Renewable Energy Council (IREC) Site Auditor, who was on campus for a site visit in order to accredit our sustainable energy classes that were developed from the first NYSERDA grant that we received. Dean Collins stated that Christopher Marx and Barbara Reer have worked to bring our programs up to date and announced that at Ms. Depuydt's final meeting she noted that she would be recommending our accreditation to the IREC committee. Dean Collins also noted that four other community colleges will also be accredited through our site visit (Sullivan, Orange, Dutchess, and Rockland). Miss Donovan shared her congratulations.



### **Finance**

Chair Spearman recognized Dean Komdat who noted that there are no changes to the financials, which were distributed at the April 10, 2014, Board of Trustees Committee meeting. Chair Spearman stated that the Finance Committee report should be given at the Board meeting.

### **Claims Auditor Report**

Dean Komdat indicated that we are in compliance for all claims in the month of March 2014.

### **Facilities and Technology**

Chair Spearman recognized Mr. Sweeney who referenced that a Finance, Facilities and Technology Committee meeting was scheduled before the Board meeting to discuss potential sites for the SUNY Ulster Business & Innovation Center and noted that the Committee agreed on the Pier One property with the Edgewater Property as a back-up. Discussion ensued.

Mr. Sweeney referenced that the water project was discussed at the committee meeting and that we had a meeting in March to reaffirm the Marbletown and Rosendale Town Supervisors' support of the project. Discussion ensued.

President Katt referenced that he and Dean Komdat met with the County Executive regarding the Kelder Center to ask if we could be in control of the renovations and act as a general contractor in order to keep costs down instead of going through the County, as we are utilizing the Foundation's contribution from the sale of the President's Residence and SUNY Construction Fund proceeds for this project.

### **Foundation/Grant Activities**

Chair Spearman recognized Ms. St. John-Gilligan who asked Dean Collins to guide the Trustees through her report. Dean Collins announced that Stephen Fitzgerald Byrns was our guest lecturer today on the Untermeyer Gardens for the Ulster Garden Club's 4<sup>th</sup> annual Elizabeth Gross Lecture Series and noted that College Lounge was packed with 150 attendees. She also noted that they contributed a scholarship to the Foundation for their centennial celebration. Dean Collins stated that Foundation Board member, Kathleen Cloonan was integral establishing the relationship with the club on the lecture series.

Dean Collins noted that Burnelle Roser, Assistant Director of the Ulster Community College Foundation, is in the process of reviewing 250 scholarship letters and making sure all criteria and names are in order for the Scholarship Ceremony on May 6. She referenced the amazing job that Burnelle and the faculty committee do each year in reviewing scholarship applications. Dean Collins welcomed everyone's attendance at the ceremony.

### **Old Business**

Chair Spearman referenced the discussion that took place regarding Committee of a Whole vs. Committees meeting separately and recommended that we try to move forward in the direction of the Finance, Facilities and Technology Committee and the Personnel, Educational Programs and Services Committee meeting on their own

**New Business**

Mr. Sottile moved resolution #14-4-65, and Ms. St. John-Gilligan seconded the motion. Chair Spearman asked if the resolution required further discussion. There being no further questions, the following resolution passed with one abstention by Mr. DeArce.

**Resolution # 14-4-65 Graduation List, Spring 2014**

WHEREAS the Board of Trustees has the authority to award degrees and diplomas to those meeting the necessary requirements, now, therefore, be it

RESOLVED, that the President be, and hereby is, authorized to confer degrees and diplomas upon candidates designated in the listing attached hereto who have completed all graduation requirements, subject to the recommendation of the faculty of Ulster County Community College, and subject to such changes as may be made by faculty resolution at a subsequent date.

Mr. Sweeney moved resolution #14-4-66, and Ms. Dunefsky seconded the motion. Chair Spearman asked if the resolution required further discussion. There being no further questions, the following resolution passed unanimously.

**Resolution # 14-4-66 Disposal of Surplus Property - Computer and Master Equipment**

WHEREAS, the College has an extensive number of outdated personal computers, monitors, audio visual equipment and other surplus equipment which are not repairable (See Attached Listing) and,

WHEREAS, the College wishes to dispose of the equipment under the existing New York State laws, now therefore, be it

RESOLVED, that the Board of Trustees does hereby authorize the disposal of personal computers and other equipment as disclosed in the attached list.

Mr. Sweeney moved resolution #14-4-67, and Ms. Brett seconded the motion. Chair Spearman asked if the resolution required further discussion. There being no further questions, the following resolution passed unanimously.

**Resolution # 14-4-67 Term Appointment - OPAP**

WHEREAS, the Dean of Academic Affairs recommends, and the President concurs, and

WHEREAS, the Personnel, Educational Programs and Services Committees have met and concur, now, therefore, be it

RESOLVED, that the Board of Trustees approves the term appointment of Emily Smith, Watershed Conservation Corps Coordinator, OPAP level III, rank of Instructor effective April 28, 2014, through August 31, 2014, at a base annual salary of \$48,000

contingent upon funds being available in the NYC Department of Environmental Protection grant, and be it further

RESOLVED, that the granting of this term appointment herein is not deemed to be a guarantee of employment for the duration of the term. This position is "at-will" and Ulster County Community College retains the right to terminate the appointment without cause.

Ms. Brett moved resolution #14-4-68, and Ms. St. John-Gilligan seconded the motion. Chair Spearman asked if the resolution required further discussion. There being no further questions, the following resolution passed unanimously.

**Resolution # 14-4-68 Appointment – Management Confidential**

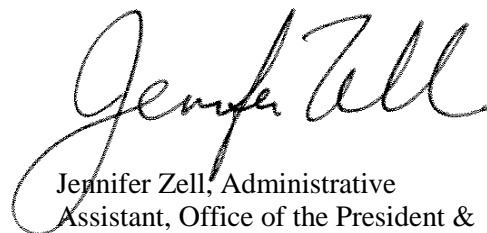
WHEREAS the Dean of Administration recommends, and the President concurs, and

WHEREAS the Personnel, Educational Programs and Services Committee has met and concurs, now, therefore, be it

RESOLVED, that the Board of Trustees approves the appointment of Kara Fasce as Assistant to the Dean of Administration, effective April 21, 2014, at a base annual salary of \$45,000, plus future contractual increases, contingent upon funds being available in the College budget.

Chair Spearman referenced the Dates to Remember Report in the Board materials At 5:32 p.m. there being no further business to come before the Board, Chair Spearman asked for a motion to adjourn. Ms. St. John-Gilligan moved, Miss Donovan seconded, and the meeting was unanimously adjourned.

Respectfully submitted,



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