

Onondaga Community College Board of Trustees
Board Meeting
Friday, April 17, 2020
8:00 a.m. – 9:30 a.m.
Via Zoom Meeting
Presiding: Trustee John Sindoni, Chair

Trustees: Jaime Alicea; Dr. Donna DeSiato; Melanie Littlejohn; Tara Owens; Dawn Penson; John Sindoni; Neil Strodel; Mark Tryniski (all participants via videoconference except for M. Tryniski who was via telephone)

Staff: Stephani Aldrich; Dr. Agatha Awuah; Todd Baker; Kim Blanchet; Frank Cetera; Dr. Casey Crabill; Tab Cox; Kathy D'Aprix; Anne DeLand; Dwight Fischer; Sarah Gaffney; Julie Hart; Linda Kelley; Dr. Patrick Kenny; Amy Kremenek; Kelly Larrivey; Mark Manning; Roger Mirabito; Enid Reiley; Nicole Schlater; Bridget Scholl; Timothy Stedman; Naomi Stewart; Kathleen Stress; Lindsey Suppes; Nina Tamrowski; Susan Tormey; Phuoc Tran; Anastasia Urtz; Deborah Waters

Call to Order

At 8:06 a.m., Trustee Sindoni called the board meeting to order.

Chair's Report

***November 19, 2019 Finance, Audit & Compliance Committee Meeting Minutes**

Trustee Sindoni requested a motion to approve the November 19, 2019 Finance, Audit & Compliance Committee Meeting Minutes. **On motion by Trustee Owens and seconded by Trustee, Alicea the November 19, 2019 Finance, Audit & Compliance Committee Meeting Minutes were unanimously approved.**

***January 28, 2020 Education Committee and Board of Trustees Meeting Minutes**

Trustee Sindoni requested a motion to approve the January 28, 2020 Education Committee and Board of Trustees Meeting Minutes. **On motion by Trustee Owens and seconded by Trustee Alicea, the January 28, 2020 Education Committee and Board of Trustees Meeting Minutes were unanimously approved.**

Nominating Committee Appointments

Trustee Sindoni mentioned that at this time each year the Chair appoints three Trustees to lead the Nominating Committee in selecting officers for the upcoming academic year. Trustee Sindoni asked Trustee Littlejohn to chair the committee along with Trustee Alicea and Dr. DeSiato. They will provide a slate of officers for review at the May meeting with a final vote on the slate taking place at the June meeting.

Board of Trustees Meeting Calendar – 2020-21 - DRAFT

Trustee Sindoni asked Trustees to review the draft meeting calendar for the 2020-21 academic year and let Julie Hart know of any conflicts. The calendar will be brought forward for a vote at the May board meeting.

*Resolution to Approve the OCCA Operating Budget for 2020-21

On motion by Trustee Alicea and seconded by Dr. DeSiato, the resolution to approve the OCCA Operating Budget was unanimously approved.

*Founder's and Trustee Award Nominations

On motion by Trustee Owens and seconded by Trustee Alicea, the nominations for Founder's and Trustee Awards were unanimously approved. Honorary Degree nominations will now be presented at the June meeting for a vote due to the delay in commencement.

President's Report

Finance Update – Mark Manning

Dr. Casey Crabill, President, introduced Mark Manning, Senior Vice President and Chief Financial Officer, to provide an update on the financials. Mr. Manning stated that full-time headcount for fall 2019 was down 483, part-time credit hours were down 268 and winter credit hours were down 113. For spring 2020, full-time headcount is down 340 with part-time credit hours up 53.50 and summer 2020 is currently up 285 credit hours. Tuition non-aidable is down due to the decline in With Love restaurant sales and Lifelong Learning currently being non-operational. Fees are down with lower fall enrollment and County chargebacks are up slightly even though FTE's are lower due to the chargeback rate increase. Grants and other sources are down in part to the cancellation of events and affiliate recoveries and state aid is budgeted to be lower due to the 98% floor. Sponsor contributions are on budget with 2 of the 8 monthly payments received and revenue is currently down a total of \$4.1 million. Mr. Manning continued with an update on expenses. He explained that salary, wages, and employee benefits are down with maintenance of plant and site flat. All other expenses are also down except for IT/AV software which is due to a purchase for Human Resources. Currently, expenses are down \$3.1 million. Mr. Manning continued his report on the Coronavirus Aid, Relief and Economic Security Act (CARES). He explained that OCC has been allocated a total of \$5.2 million of which half will be used to provide emergency financial aid grants to students. The payments are to be made directly to the students and cannot be used to offset any balance that the students may owe to the college. The college is currently looking at developing their process for determining how these funds are allocated which will require approval from SUNY. The remaining institutional funds can be used by the institution to cover costs associated with the virus. Mr. Manning continued his report with an update on the Covid-19 FEMA reimbursement. He explained that the President signed a disaster declaration for the State of New York which paves the way for partial reimbursement from the federal government. The monies will be managed federally by FEMA and stateside by the Division of Homeland Security and Emergency Services. SUNY will be submitting for partial reimbursement on behalf of the entire SUNY system which should maximize the potential reimbursement possibility for all SUNY institutions and help mitigate any potential confusion and delays with the federal government. OCC is currently providing weekly updates to SUNY of expenses incurred to date as a result of the virus. Mr. Manning continued with an update on recent RFP's. The Request for Proposal was conducted as a result of the auditor's management comment for the 2018-2019 audit year regarding the College's current compliance with the Gramm-Leach-Bliley Act (GLBA) regarding the security of student information. The services requested were for an information technology security consultant to provide a comprehensive assessment of OCC's information technology security protocols and safeguards, including any potential or realized gaps in compliance with international, federal, and state regulations. The assessment should also provide recommendations to address any gaps identified and to realign existing or additional OCC

resources for ongoing compliance. The assessment is expected to incorporate all the security controls related to the regulatory requirements of higher education. The RFP was sent to 5 firms and we received proposals from all of them with the RFP awarded to Grey Castle Security. They have provided a project plan, with kickoff in mid-May, which will be finalized by July 1st. Mr. Manning continued his report with an update on the 2021-21 budget. He reviewed the enrollment trends and assumptions for both full and part-time enrollment since 2007-08, noting the downward trend which should continue for the upcoming academic year, as well as the tuition rates from the same time period. The current tuition model shows a small increase for 2020-21. He then reviewed base state aid assumptions which will return to a per FTE model based on the status of the state budget. Sponsor contributions from the County should remain flat as will the chargeback rate. Revenue and expenses will need to be monitored closely and it is anticipated that they will be roughly \$3 million lower than this past year. Mr. Manning explained that a more detailed review of the upcoming budget would be available for the May meeting when the Trustees will be asked to vote on the operating budget and tuition and fee schedule.

Academic Affairs – Anastasia Urtz

Dr. Crabill introduced Interim Provost, Anastasia Urtz, to provide an update from Academic Affairs. Ms. Urtz began with an update on new degrees and certificates. She explained that the Nursing A.A.S. degree evening cohort was approved for fall 2020 as was the Health Studies Certificate. The Paramedic A.A.S. degree and certificate were referred to the New York State Education Department as was the Geospatial Science Technology A.A.S. and Sound Recording A.S. degrees. Broadcast Media Communications A.A.S. was approved for fall 2020 and the Creative Writing A.A. was submitted to SUNY for review as was Electromechanical Technology: Drone A.A.S degree and Health Sciences A.S. degree. The Human Services A.S. (Weekend College) degree is currently being submitted to SUNY. Ms. Urtz continued with an update on the current status of teaching and learning at OCC. She explained that due to the online learning format we are currently utilizing, continuity of instruction planning is critical. All faculty were required to submit their plans which we in turn submitted to SUNY. Work also continues on summer contingency planning should we need to continue with an online learning format. Ms. Urtz commented that the Schools model was introduced to the campus community. Each School will include a faculty school specialist, professional advisor, coach, and academic secretary. Work continues to keep students engaged and supported during this critical time. Such things as check-in calls and text messages; learning tips from the Library and Learning Center; Wellness Wednesdays; Technology Thursdays; special populations outreach; President's Messages; and Engagement Activities including Netflix Parties, "Cameo" appearances, and Trivia Nights, to name a few.

ITS – Dwight Fischer

Dr. Crabill introduced Dwight Fischer, Chief Information Officer, to provide an update on the laptop loaner program. Mr. Fischer explained that students 'check out' a laptop for the term through the Library, renewable per enrollment. Students with specific software needs can get a Windows laptop while others get a Chromebook. Many students picked up computers two weeks ago but now they're being sent directly to the students. Students reserve online and sign a statement of responsibility and accountability. These computers will be available for fall term, should OCC continue online, as well as for several years. The Chromebooks we are using are part of the inventory from Barnes & Noble and we were provided with a SUNY grant for 250 Dell Latitude computers with a priority being given to disadvantaged students or those for which their classes require special software that isn't compatible with a Chromebook.

Affiliate Entities – Sarah Gaffney

Dr. Crabill introduced Sarah Gaffney, Vice President, Finance, to provide an update on the affiliate entities at the college. Ms. Gaffney reviewed the Onondaga Community College Association, the Onondaga Community College Housing Development Corporation and the Onondaga Community College Foundation. She reviewed each entity’s mission statement and makeup of each Board of Directors as well as their budgets, revenues and expenses.

OCC Foundation – Amy Kremenek

Dr. Crabill introduced Amy Kremenek, Vice President, Enrollment, Development and Communication. Ms. Kremenek provided an overview of the OCC Foundation. She explained that their current focus is on building the structure of the organization with the hiring of a new Executive Director Kathleen Stress, Director of Development and Annual Giving Steffani Williams, and Administrative Aide in Deborah Waters. The terms of the board of directors was clarified as was the operating agreement with the college and the bylaws. An operational plan is being developed as is a budget and success metrics. Work continues to increase fundraising with almost \$400,000 raised since 9/1/10. The Capital Campaign was closed out with over \$1.8 million raised. The Foundation launched the Lazer Response Fund to assist students during these unprecedented times and work continues to not only raise funds, but friends. The future of the Foundation will include a detailed understanding of the impact of the virus on investments, donors, fund and friend-raising.

Additional Update – Dr. Crabill

Dr. Crabill continued her report with additional updates. She commented on how hard her executive team was working through the current situation and was glad that the Trustees could hear reports from them today. Since OCC is the community’s college, we respond when there is a need. As such, our faculty and staff came together, gathering the PPE that we had on campus and donated it to the Onondaga County Office of Emergency Management. We are also offering housing in Shapero Hall to nurses and doctors at SUNY Upstate. Dr. Crabill commented that the goal is to have operations be as consistent as possible so that the college can remain intact.

Informational Items

Trustee Sindoni encouraged Trustees to review the Legislative Priorities document that was posted on Blackboard.

There being no further business, Trustee Sindoni adjourned the board meeting at 9:50 a.m.

Prepared by:

Julie Hart
Secretary, Board of Trustees

Submitted by:

John Sindoni
Chair, Board of Trustees