

BOARD MEETING

*For the regular meeting of the Board of Trustees of Columbia-Greene Community College was held on **Monday, April 20, 2020 at 3:30 p.m.** or thereafter via phone (1-866-786-2493/Code: 4225584073#), the following matters are submitted for consideration and action.*

Present: Ned Schneier, Chairman, Peter O’Hara, Barbara Slutzky, Phil Abitabile, Bruce Bohnsack, Peter Markou, Rick Bianchi, Maryanne Lee and Sean Berry, Student Trustee

Excused: N/A

Others Present: Carlee Drummer, President, George Timmons, Provost and Vice President of Academic Affairs, Joseph Watson, Vice President for Student Services and Dean of Students, Dianne Topple, Vice President for Administration and Mary Garafalo, Executive Secretary to the Board

1. Call to Order, 3:32 p.m.

2. Roll Call, quorum present

3. Request for Approval of Agenda

Motion: Mr. Bohnsack ; **Seconded:** Ms. Lee

Vote: Yes – 9; No – 0; Abstention(s) - 0

Resolution: Accepted

4. Request for Approval of the Items in the Consent Agenda

Motion: Mr. O’Hara; **Seconded:** Mr. Abitabile

Vote: Yes – 9; No – 0; Abstention(s) - 0

Resolution: Accepted

5. Introduction of Guests and Items from the Floor

Casey O’Brien, Assistant Dean of Planning and Institutional Effectiveness, Michael Phippen, Professor of Transitional Studies, Gregg Berninger, Professor of English

6. President’s Report

So much has transpired since the last Board meeting that it’s hard to imagine – from transitioning all classes to online with many faculties who had never taught online before in less than two weeks, to readying employees for remote working. I am very happy to

report that everyone stepped up to the plate to continue the great education for which C-GCC is known. I could not be prouder of their tireless effort's day in and day out to ensure student success.

SUNY News -

The Chancellor reports a new COVID-19 tracking portal is now operational for the 64 campuses to record activity with the virus (i.e. exposed / infected). With the retirement of Joni Groll, Mary Garafalo has graciously agreed to be the contact person. SUNY also procured 9,000 masks – but only for the state-operated universities. The Chancellor advised the community college Presidents to obtain masks from our respective Counties, but that is not a viable solution because the Counties are distributing the masks to the Hospital and nursing homes. Alison Murphy has been working tirelessly to check out possible vendors for the masks, and I will keep you posted.

The colleges still await guidance on the distribution of funds for the CARES Act. C-GCC's share is \$840,707 – 50 percent will be allocated to students “in dire need” because of the pandemic (\$420,354).

C-GCC Updates -

Academic Continuity Plan –

-Both Summer I and Summer II classes will be online. Provost Timmons and I have been discussing scenarios for the fall, and while it's impossible to predict what will be happening at the end of August with respect to the virus, we believe there are three obvious approaches:

-Resume face-to-face instruction, with the possibility of having to reconfigure the classrooms to comport with social distancing;

-Offer hybrid instruction, with classes meeting at the campus one day/week and the remainder online. This option also would require reconfiguring the classrooms.

-Continue online only classes.

-We will be watching the COVID-19 developments very closely in the weeks ahead.

Commencement –

After investigating several options for a “virtual” Commencement this year – including an event at the Drive-in Theater on Route 32 in Greenville – the students indicated their preference would be a “live” ceremony at some point in the fall. To that end, the Commencement Committee discussed a number of possibilities and determined the best time would be the week of Thanksgiving when many students will be home for the holiday. Casey O'Brien distributed a survey to all students who would have been graduating on May 16, asking for their preference – either the Wednesday evening before Thanksgiving or the Saturday after in the morning.

The survey garnered an unprecedented 62 percent response rate, with the majority voting for Saturday, November 28. While this is, of course, tentative, please think positively and hold the date on your calendars!

Spirit Lifting Activities –

The Marketing Department has been organizing a number of social media initiatives to keep students, faculty, and staff engaged, using the hashtag #CoGreene Cares.

The first was to share photos of remote workplaces (like the dining room table!), followed by Pets at Home. Two weeks ago, we launched “Spirit Day” on Friday, April 10, and everyone donned C-GCC regalia and posted selfies to show their College enthusiasm.

The past week we’ve been focusing on National Poetry Month, and people have been sharing either their own poetry or a favorite poem written by someone else. Keep checking the College’s Facebook page and other social media channels to get the full flavor of our activities. Many thanks to Jaclyn Stevenson and Charity Mack for their cheerleading efforts to keep us connected!

-Dawn-Marie Blasl organized a campaign to recognize the teachers in our College in the High School program and their resilience during the pandemic. Each teacher will be receiving a C-GCC hat, with an enclosed card that reads, “Hats off to you! The efforts you’ve made to prepare, inspire, and encourage your students during these unprecedented times have not gone unnoticed, and we thank you. Together we will go forward in style.”

-The College has stepped up to help those in need in our communities. The nursing department donated masks, gowns, gloves, and stethoscopes to Columbia Memorial Healthcare, and the art department supported the Hospital as well by contributing 3-D media used in producing plastic headbands for face shields. The Salvation Army received two major donations from C-GCC’s Food Pantry and Giving Closet inventories. Heartfelt thanks to Dawn Bucci, Nancy Leonard, and Christy Ward for organizing the Food Pantry contributions and to Dawn DeFino, Joe Scampoli and his daughter Skyler for pulling the items together from the Giving Closet. This weekend, Robbin Wase in the nursing department is organizing a bikeathon – people riding by themselves – to raise money for the nursing staff at CMH.

Admissions -

Before the pandemic hit, I became aware of a very peculiar policy that placement tests were required before a student could be admitted to the College. After discussions with the Advisors and Admissions teams, we changed the policy so that students will be taking their placement tests after being admitted. This immediately resulted in 52 students being admitted who were lacking the placement test.

-As all visits to high schools and College Fairs have been suspended, C-GCC is participating in an online chat and two virtual College Fairs sponsored by SUNY in mid-May. To date, more than 30 students have registered for the online chat.

-The Admissions Team is reaching out to students via e-mail and phone to keep the communication open. Some students who have lost their jobs are looking for a new career path, and some parents who are struggling financially are looking for less expensive college choices for their children. While this bodes well for us, we cannot take our foot off the accelerator with respect to our retention and recruitment efforts. To that end, I have pulled together a Retention and Recruitment Task Force to develop a solid plan for reaching not only prospective and admitted students but also current students who may need reassurance about their education options in the fall and beyond

Budget –

Dianne Topple has been working around the clock putting budget projections together, a nearly impossible task given so many unknowns. Absent the funding floor from the state's budget appropriation, the community colleges took an \$18 million cut, and Governor Cuomo announced today during his press briefing that without help from the Federal Government, higher education may face a 20 percent funding reduction. Dianne and I will be meeting with the Columbia County Supervisors and the Greene County Legislators very soon to discuss the situation, and I will let her provide more details.

Other –

I am attending a teleconference with Congressman Delgado tomorrow and on Friday will be interviewed by WBPM Radio.

7. Trustee Reports

Student Trustee, Sean Berry reported:

- Due to the COVID19 – classes now all online for this semester*
- Baseball and Softball teams have suspended their 2020 seasons*
- Everyone staying at home – staying safe and healthy*
- Sean is graduating and will be transferring to Salem University in West Virginia for the Fall semester*

Foundation:

- Rick Bianchi and Peter O'Hara spoke on behalf of the Foundation, the events planned with the Foundation are all currently on hold.*

8. Vice President's Report

Vice President of Administration, Dianne Topple reported:

- SUNY System Administration is inquiring, what we will be doing with the Governor's cut to community colleges*
- We will be having conversations with the counties, on the challenges of the budget*
- A June workshop can be scheduled, concerning the budget*
- Stimulus Fund – we are waiting on guidance on how to apply this*
- The Capital Project is still moving forward at a fast pace. Contractors have submitted their policy of COVID19 procedures, while working on campus.*
- We are very excited that the project may be able to finish early, due to the lifting of restriction of the moving ability to the entire campus.*

Provost and Vice President of Academic Affairs, George Timmons reported:

- Columbia-Greene Community College submitted a letter to the Middle States Commission on Higher Education requesting temporary permission to offer all online and distance learning courses.
- In an effort to be proactive and to continue to provide our students with a quality education, Columbia-Greene Community College has decided to offer both Summer terms in an online/distance learning format. That said, we had to cancel several science classes due to a lack of time to transition face-to-face classes to quality online courses. We are directing students to take courses at Open SUNY.
- With assistance from SUNY Central and the efforts of Joe Scampoli, the College was able to secure, for free a \$9000 savings, Blackboard Collaborate, a video conferencing software that allows faculty and students the opportunity to interact in an asynchronous format and to conduct division meetings.
- The College has provided several students, faculty, and staff with computers and other items to give them the resources needed to complete the semester successfully. Students can secure a computer at Aaron's rental in Catskill once they sign a contract. The Foundation is paying for this service for students.
- Due to the COVID-19 pandemic and the transition of classes to online learning/distance learning format, faculty evaluations will not be conducted for the Spring 2020 term. This cancellation applies to **all** Spring 2020 courses including those that were online before the pandemic. As well as, all faculty observations that were not completed prior to the pandemic will be postponed to the fall semester.
- The business faculty Search committee has identified 4 finalists and teaching demonstrations will be held on Wednesday, April 15th. I truly appreciate the work of the search committee and thank them for their service to College especially during this unprecedented time.
- The 2020-2021 catalog will be produced in an electronic format. Thus, it will be available to all via the College website. Hard copies will be printed in the fall on an as-needed basis.
- Enrollment news – I was just told that 15 out of 16 slots for the Construction Technology program are filled for the fall semester.
- Finally, I want to take the opportunity in front of the Board of Trustees to thank all the faculty and staff who have worked and continue to work tirelessly to transition our courses to an online/distance learning format and make this a successful semester for our students.

Vice President for Student Services and Dean of Students, Joseph Watson reported:

- We are doing retention virtual!
- Catherine Carlson has done an outstanding job, working with students and faculty in getting them comfortable in the all online learning environment
- Counseling is available to students virtual and phone with the MHA
- Virtual pop ups have included links to a virtual tour of the Smithsonian and a resource link for local hiking.
- Student Senate is working on their budget.
- The Student Life Committee Virtual Programs include National Alcohol Screening Day and the Earth Day pledge.

Athletics

- Both the Men's Baseball and Women's Softball were cancelled but will retain their eligibility.
- Spring break trip for Baseball was cancelled.
- Coaches can begin live recruitment on May 15, this may be subject to change by the NJCAA and NYS PAUSE.

Awards

- Student Trustee, Sean Berry received the Chancellors Award for Student Excellence.
- Altaira Calen and Hailey Beaumont are Phi Theta Kappa All American NYS team recipients.
- Nominations due today for Student Recognition Awards.

Other

- SUNY Chief Student Affairs officers, meet weekly.
- Catherine Carlson is leading weekly meetings, for the Accessibility Directors Group.
- Nick Dyer is in constant contact with other Athletic Directors

9. New Business/Other

10. News Release Summary

11. Announcement of the May Meeting
Monday, May 18, 2020 at 3:30 p.m.

12. Adjournment:
Motion: Mr. Markou ; Seconded: Mr. O'Hara
Vote: Yes – 9; No – 0; Abstention(s) - 0
Resolution Accepted
Adjournment at: 4:28 p.m.

Edward Schneier

Edward Schneier
Chairman, Board of Trustees

Mary E. Garafalo

Mary E. Garafalo
Executive Secretary to the Board

Consent Agenda

April 20, 2020

Approval of the Minutes from February 24, 2020 Board Meeting

Capital Fund Expenditures

- a. Warrant No. 9, Renovations and Improvements C06140
- b. Warrant No. 21, Renovations and Improvements C06138

Operating Warrant Approval

- a. Warrant No. 03-20, Operating Warrant

Resolutions

- a. Resolution No. 0420-2157 for Approval of Sabbatical, Tenure and Promotion