

BOARD MEETING

*For the regular meeting of the Board of Trustees of Columbia-Greene Community College was held on **Monday, May 18, 2020 at 3:30 p.m.** via Zoom, (<https://us02web.zoom.us/j/88404084471> OR Call 1-646-876-9923/Meeting ID: 88404084471) the following matters were submitted for consideration and action.*

Present: Ned Schneier, Chairman; Bruce Bohnsack, Rick Bianchi, Peter O 'Hara, Peter Markou, Phil Abitabile, Barbara Slutzky, MaryAnn Lee

Excused: Sean Berry, Student Trustee

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

1. Call to Order, 3:30 p.m.

2. Roll Call, quorum present

3. Request for Approval of Agenda

Motion: Mr. O'Hara; **Seconded:** Mr. Markou

Vote: Yes – 8; No –0; Abstention(s) - 0

Resolution: Accepted

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

Motion: Mr. Markou ; **Seconded:** Mr. Abitabile

Vote: Yes –8; 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; Joan Koweek, Director of Development and Alumni Services; Jaclyn Stevenson, Director of Marketing and Communications; Gregg Berninger, Professor of English; Michael Phippen, Professor of Transitional Studies and Director of the Honors Studies Program and 19 members of the CGCC campus community.

6. **Moment of Silence**

Paul Montana:

- *Paul Montana worked at the college when it was in Athens and transitioned it to the new campus. He first worked with Admissions, Financial Aid, and Registration. Paul then worked for the President as a Public Relations/Political advisor.*
- *He founded the Foundation, did the incorporation work and was President of the Board in the early days. It is safe to say that there would not be a Foundation without his work, so he certainly helped generations of students.*
- *Paul understood the importance of maintaining relationships between the College and county leaders. Despite no longer working at C-GCC, Paul's dedication to C-GCC remained constant. He never stopped mentoring President Campion during his term and made sure Jim had introductions to people needed for the college to be successful. He often called the foundation to be kept up on what was happening at the college and to offer advice to the foundation.*
- *Paul and family support a scholarship to honor his father, Paul Montana, acknowledging a business student who understand the relationship between business and community service, something all Montana's engaged in.*
- *The college lost a true friend this month.*

Peter W. Young

- *Peter started at Columbia-Greene Community College in February of 1982 as part of the JTPA office (now known as WIO). He became the Assistant Director of Employment and Training and retired in March 2001.*

7. **President's Report**

The spring semester came to a close last week, and I am happy to report that we made the transition from face-to-face to remote successfully. Everyone stepped up to the plate to continue the great education for which C-GCC is known, and I could not be more proud of the tireless efforts made day in and day out by faculty, staff, and administrators to ensure student success.

SUNY News

The 30 community college Presidents convene every Friday afternoon to discuss key issues. As you can image, the focus right now is on the fall semester. A strong consensus exists that the SUNY Community College sector should be consistent with respect to the "reopening" in September. Right now, the Presidents seem to be in agreement that all of the colleges will be primarily offering remote classes, with the exceptions of courses that cannot be taught virtually such as art studios (figure drawing, ceramics), auto tech, building construction tech, and certain science labs.

I have convened two Task Forces: CoGreene Forward Operations and CoGreene Forward Academics to put plans in place by June 1 with respect to the “reopening”. Each group will be examining various options and then making recommendations to the Executive Cabinet. Every option must comport with the Governor’s and SUNY guidelines. The safety of our students and employees must come first in any scenario.

With respect to the CARES Act funding, CoGreene submitted a plan outlining the procedures for distributing the funds to students (\$420,354). We understand the money has been released to us, and Financial Aid will begin its task of allocating the funds. The only students who may apply are U. S. citizens eligible for Pell Grants and those with the lowest Estimated Family Contributions. The colleges still await guidance on the allocation of funds for the institution (\$420,353).

SUNY received a \$5 million anonymous donation to support a Student Emergency Fund for students dramatically impacted by the pandemic. Each community college will have the opportunity to match a \$50,000 grant distributed by SUNY by July 1, 2020. The C-GCC Foundation launched its matching grant campaign on Giving Tuesday Now (May 5, 2020), and so far, have raised approximately \$20,000 (that includes a \$15,000 grant from the Berkshire Taconic Community Foundation). Chairman Schneier will be sharing some additional information about this campaign later in the meeting.

C-GCC Updates

Commencement – On Saturday, we celebrated the Class of 2020 with the publication of a full-page congratulatory ad listing all the graduate’s names in the Star Register and Daily Mail. I videotaped a Commencement speech that was posted on the C-GCC home page, and shortly, each member of the graduating class will receive a window sign proclaiming, “A 2020 C-GCC Graduate Lives Here”. We are keeping high optimism that we will be able to host the live Commencement on November 28, 2020.

Spirit Lifting Activities – The Marketing Department continues to organize a number of social media initiatives to keep students, faculty, and staff engaged, using the hashtag #CoGreene Cares. Most recently the College has featured a series of “Covid-19 Heroes” celebrating those who are on the front lines fighting the pandemic. Patty Fitzgerald, the Fitness Center Coordinator, also participated in a Pop-Up on keeping fit. Now we are exploring Governor Cuomo’s call to engage in a virtual campaign, “#HowAreYouReally”, to help those suffering from emotional distress.

Last month I reported 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 received a C-GCC hat, with an enclosed card saying, “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.” Many teachers responded with overwhelming gratitude to the College for reaching out.

- *Last weekend, Robbin Wase in the nursing department concluded a virtual Bike-a-Thon – with people all over Columbia and Greene Counties riding by themselves – to raise money for the nursing staff at CMH.*
- *Admissions – Matthew Greene will be joining the C-GCC team as of June 15. He comes to the College from SUNY Ulster where he is the Interim Vice President for Enrollment. His background is quite impressive, and he’s looking for a position that focuses solely on enrollment management. He will indeed hit the ground running. At the moment, I am overseeing the Admissions Team, with the help of Professor Berne Bendel who was the former Director of Admissions and now handles all of the admissions operations for nursing.*

A very aggressive marketing campaign is underway for Summer II and the Fall, and we’re focusing our message on the “Stay Near. Go Far.” theme. Admissions has participated successfully in virtual College Fairs sponsored by SUNY and on Wednesday, a virtual Information Session has 64 students registered. This week I am sending a personal letter to all high school seniors and juniors in our service area, encouraging them to keep the momentum going by taking a summer class, and, for the seniors, to consider applying to the College. (“Learning does not PAUSE”.)

- *Budget – Basically, we are on hold. Dianne Toppie will give you the update, but right now the uncertainty is challenging. Chairman Schneier, Dianne, and I did meet virtually with Chairmen Murell and Linger a couple of weeks ago to get a sense of what the Counties are thinking. The Counties have taken a draconian hit in tax revenue already, so that is very troubling (and not surprising). Both Chairmen iterated their support for the College but only time will tell where we will end up.*
- *Other – Just learned from SUNY that two CoGreene students have received Chancellor’s Fellowships of \$3,000 each for the coming academic year: Stephen Root (heading to SUNY ESF, majoring in ecology or conservation) and Krystie Evans-Zaman (heading to U Albany, majoring in pre-med).*

James Reynolds, the President of Mid-Hudson Cable, and I have been having discussions about the need for “hot spots” so that students without internet service can have access. Mid-Hudson Cable will be installing “hot spots” at the Boat Launch in Hudson and at The Point in Catskill. In addition, Joan Koweek reached out to all of the Libraries in the Twin Counties, and they are willing to “share” internet access available in their parking lots. These locations, combined with those “hot spots” GTel installed in and around Germantown, will give our students a number of access options.

Chairman Murell asked me to represent the College on the “Columbia Comeback” Taskforce, co-chaired by Mike Tucker, President of CEDC, and Jeff Hunt, President of the Columbia County Chamber of Commerce. Serving with me are Trustee Bruce Bohnsack and Trustee Mary Ann Lee’s husband John.

Dr. Sean Sawyer, the President of Olana, invited me to join the Hudson Skywalk Coalition to promote the arts during the pandemic in Columbia and Greene Counties.

I also am participating on a Columbia Memorial Healthcare Trustees’ Committee, focused on attracting primary care physicians to the area. Part of this work will be exploring a healthcare pipeline beyond nursing to CMH. Finally, CASE (Council for the

Advancement and Support of Education), a national organization for marketing and fundraising professionals, tapped me to be on the CASE Marketing Commission.

8. Trustee Reports

- Chairman Schneier is very concerned of lack of support from our local government.

Chairman Schneier galvanized the Trustees to begin lobbying, because of the decline of funding local government.

-A discussion of how the institution can reach out to potential students. Some suggestions of reaching out to our recent high school graduates and to the non-traditional student population. With the COVID19 hindrance, many possible students may have lost their jobs, and a chance to further their education could assist them with possible future employment.

-Rick Bianchi, President of the Foundation, spoke that an anonymous donor gave the SUNY Foundation money for a student emergency fund. We were given \$50,000 by SUNY to use for a matching funds campaign. We have until June 30, 2020 to raise the \$50,000 to meet the match. An email and letter campaign are being formulated. The college Trustees and Foundation Board members have been asked to participate both monetarily and by assisting with the campaign. There are very strict rules on how money can be used along with detailed reporting requirements.

9. Vice President’s Report

Dianne Topple, Vice President of Administration reported:

We are still waiting on the decision for our state aid and whether we will receive any federal assistance, range could be 20-50% cut.

Stimulus Fund – we are waiting on guidance on how to apply this. We need to continue to talk with both counties on the possibilities of contribution from them.

The Capital Project is still running ahead of time. They are currently working on the Kaaterskill Gallery, Bathrooms and the Roof.

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

The College made the decision to continue the two searches that were in-process, the business faculty and the Director of WIO search. It was important to position the College as best we can for its future state by trying to identify the best candidates for the positions. My sincere appreciation to members of both search committees for their service to the College during this unprecedented time. It is greatly appreciated.

That said, I am happy to announce we have secured our top candidates for both searches. (Jessica Fell, Business Faculty SUNY Delhi, WIO - Chris Nardone, Columbia County COARC).

Update on placement testing: Earlier this semester, the College decided to cease requiring students to take the placement test before being accepted to CGCC. This was done in an effort to expedite students from the inquiry stage to the enrollment process. There were some issues with placement that had to be addressed.

Dawn-Marie Blasl, Mary-Teresa Health, Bill Matthews, Berne Bendel, and Carol Doerfer were tasked with developing criteria and a process that would allow the College to properly place students. The team provided the following recommendations;

- 1. We temporality suspended our current placement testing procedure due to scalability concerns with remote placement testing.*
- 2. The team developed a Multiple Measures Placement Chart that consist of cutoff scores for College level and transitional studies English and math courses. This was done in collaboration with the English and Math Faculty. Other measures include high school GPA, content area GPA, and Regent scores.*
- 3. Admissions staff will continue to identify students who would normally need a placement test.*
- 4. Encourage faculty to be flexible on the first day of classes. Pretest students to ensure proper placement.*
- 5. Advisors keep a running list of students who were placed using the multiple measures placement criteria and use the data from the summer and fall semesters for future placement discussions/decisions.*

The College is in the process of exploring combinations of online and in-class learning for the Fall. To that end, The Co-Greene Forward Academic Taskforce has been established. Faculty from across the academic divisions have been asked to participate. The purpose of the task force is to identify faculty and students' needs and recommend the most appropriate instructional modality for the fall semester. The Taskforce will also make additional recommendations to President Drummer regarding academic operations as appropriate. Faculty that would like to contribute to this process will receive an email on how to submit their input.

We must make a decision sooner rather than later to give faculty as much time as possible to prepare for the fall semester. Thus, we are anticipating deciding by early June.

Finally, again my sincere appreciation to all Faculty and staff that contributed to the successful completion of the semester.

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

Retention

- We are continuing to do retention virtually!*
- Catherine Carlson, Director of Accessibility Services, continues to work with students in getting them comfortable in the all online learning environment for Summer and Fall.*
- May is Mental Health Awareness Month. The Mental Health Association has counseling available to students virtually and by phone.*
- Virtual Pop-Up programs are continuing.*
- Student Senate has meet virtually and presented their budget for approval.*
- Karen Fiducia, Associate for Student Activities continues to update the student handbook and planner for this fall.*

Athletics

- Nick Dyer, Director of Athlete's reported Coaches and Athletic Directors are talking to virtually.*

Awards

The Selection Committee for the Student Recognition Awards met, and the award recipients will receive a letter of congratulations from President Drummer. A special thank you to Professor Michael Phippen, who stepped in last minute when a colleague was unable to participate. The President and Dean's list recipients of the 2019-2020 academic year have been mailed their certificates. Many thanks to Beverly Burka, Sr. Associate for Student Services, and Jaclyn Stevenson and Charity Mack from Marketing and Communications for coordinating this effort.

Graduation 2020

The nominations for Outstanding Graduates, were forwarded to the President's Cabinet for the selection of recipients. Thank you to all, for your nominations of these graduates. The Student speaker, Jasmine Pewarski, a Medical Assisting graduate was selected by President Drummer and the Graduation Committee.

- 10. New Business/Other**
- 11. News Release Summary**
- 12. Announcement of the June Meeting**
Monday, June 15, 2020 at 3:30 p.m.
- 13. Adjournment:**
Motion: Ms. Slutzky; **Seconded:** Mr. Bohnsack
Vote: Yes – 8; No – 0 ; Abstention(s) - 0
Resolution Accepted
Adjournment at: 4:27 p.m.

Consent Agenda

May 18, 2020

Approval of the Minutes from April 20, 2020 Board Meeting

Capital Fund Expenditures

- a. Warrant No. 10, Renovations and Improvements C06140
- b. Warrant No. 22, Renovations and Improvements C06138

Operating Warrant Approval

- a. Warrant No. 04-20, Operating Warrant