

BOARD MEETING

*For the regular meeting of the Board of Trustees of Columbia-Greene Community College was held on **Monday, July 20, 2020 at 3:30 p.m.** or thereafter via <https://us02web.zoom.us/j/86104709147> OR Call 1-646-876-8823/Meeting ID: 8610470 9147 the following matters were submitted for consideration and action.*

Present: Ned Schneier, Chairman; Rick Bianchi, Peter Markou, Bruce Bohnsack, Phil Abitabile, Maryanne Lee, Barbara Slutzky

Excused: Peter O'Hara

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

1. Call to Order, 3:41 p.m.

2. Roll Call, quorum present

3. Request for Approval of Agenda

Motion: Ms. Slutzky; **Seconded:** Ms. Lee

Vote: Yes – 7; No – 0; Abstention(s) – 0

Resolution: Accepted

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

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

Vote: Yes – 7; 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; Joan Koweek, Director of Development and Alumni Services; Carol Doerfer, Assistant Dean of Academic Affairs; Matthew Green, Assistant Dean of Enrollment Management, Christy Ward, Bursar; and 10 members of the campus community

6. **Moment of Silence**

Roger Van Winkle

Roger Van Winkle served as our College President from 1978 to 1983. Under President Van Winkle's leadership, "the campus expanded the basic curriculum in science and liberal arts with the new vocational programs, non-credits classes, training for business and industry and training for disadvantaged students through the Federal CETA program."

7. **Resolutions**

a. **Resolution No. 0720-2160 to Approve the 2020-2021 Proposed Operating Budget of the College**

WHEREAS, it is the responsibility and duty of the Board of Trustees of community colleges to approve budgets for colleges under Section 604.2, Codes, Rules and Regulations of the State of New York, 8 Education (B) and

WHEREAS, an operating budget for Columbia-Greene Community College for 2020-2021 has been prepared under the guidance of the President for presentation to the Board for approval, and

WHEREAS, the college is proposing an operating budget in the amount of \$17,065,163.

THEREFORE, BE IT RESOLVED that the attached 2020-2021 Operating Budget of the college in the amount of \$17,065,163 be approved and subsequently be submitted to the sponsors and to the State University of New York for their approval.

Motion: Ms. Slutzky ; Seconded: Mr. Markou

Vote: Yes - 7; No – 0; Abstention(s) – 0

Resolution: Accepted

b. **Resolution No. 0720-2161 to Approve the 2020-2021 Tuition and Fee Schedule**

WHEREAS, it is the responsibility and duty of the Board of Trustees of community colleges to establish tuition and fees under Section 604.2, Codes, Rules, and Regulations of the State of New York, 8 Education (B), and

WHEREAS, it is the intent of the Board that tuition and fees remain nominal to attract local students to the college and

WHEREAS, the college recommends the adoption of the attached schedule of tuition and fees,

THEREFORE, BE IT RESOLVED that the Board of Trustees of Columbia-Greene Community College agree that the schedule of tuition and fees for 2020-2021 be approved for submission to the counties with a recommendation for their approval.

Motion: Ms. Lee; Seconded: Mr. Bianchi

Vote: Yes - 7; No - 0; Abstention(s) - 0

Resolution: Accepted

8. **President's Report**

President Drummer, reported:

- **"Restart" Plan**

Today the College enters week 18 of remote working and preparations are well underway for the beginning of the fall semester on September 8. At the beginning of the month, SUNY certified the Restart Plan covering these major areas: academic program planning, on-campus operations, tracing and monitoring, communication and outreach plan, and the resources and time required before classes start. The Plan is on the web site, along with a list of Frequently Asked Questions as a quick reference for employees, students, and community members.

Everyone must wear a mask when entering the College, and students enrolled in face-to-face classes will be required to have a face covering – even with the reconfigured classrooms that comport with the social distancing protocols.

Following NJCAA guidelines, men's basketball and women's soccer games will move to the spring semester, and we are cautiously optimistic that all the CoGreene teams will see some action at the beginning of 2021.

- **Task Forces Update**

Three task forces – Pandemic Preparedness, CoGreene Forward Operations, and CoGreene Forward Academics – continue to meet regularly and flush out plans with respect to the reopening. Obviously, every strategy must comport with the Governor's and SUNY guidelines – and everything is subject to change to protect the safety of our students and employees. Provost Timmons will be providing an update on academic preparations.

- **Student Emergency Fund**

Last month, I reported that the Foundation was making great strides toward meeting the \$50,000 goal for the SUNY Student Emergency Fund Challenge Grant. Today I am delighted to let you know that we exceeded the goal! Congratulations to Joan Koweek and Christine Perry in the Foundation Office for a job well done, and heartfelt thanks to the Board of Trustees, the Foundation Board of Directors, and everyone who contributed to this worthy cause that will provide much-needed assistance to students whose lives have been upended by the pandemic.

- **Budget**

Now that you have approved the budget, Vice President Topple will be forwarding the document to the counties. She and I will be meeting with Columbia County supervisors this week and with Greene County legislators the first week in August to answer any questions they have.

- **Enrollment Management**

The new Assistant Dean of Enrollment Management Matthew Green arrived in mid-June and hit the ground running! To that end, Matt has prepared an aggressive recruitment plan, and I invite him to share the highlights with you.

Assistant Dean of Enrollment Management, Matthew Green reported:

Assistant Dean Green presented the Board the Enrollment Management Planning Guide for 2020-2022. In his presentation, Mr. Green spoke of all the many areas in which the Admissions/Enrollment focus will be for reaching potential students. The main is “to have students complete the enrollment process and develop a plan to guide and support their educational and career goals in mind.” Also, the need to identify and establish enrollment pipelines as an objective for potential students. Some of Mr. Green’s targeted areas for enrollment are current CIHS students, Adult Students, Transfer and Re-admit Students.

- **Banner**

Finally, I am happy to report that the Banner conversion has made much progress! Payroll went live at the beginning of the month, and now students will be able to register and pay for classes online – at long last! Please join me in giving the Banner Implementation Team a huge round of applause for their tireless efforts to bring us to this point.

9. **Trustee Reports**

Chairman Schneier wanted to acknowledge the retirement of Assistant Dean of Academic Affairs, Carol Doerfer. Ms. Doerfer’s 38 years of service to this institution, was much appreciative from the Board of Trustees. A special thank you to Carol, for taking on the responsibility of the Acting Academic Dean.

Ms. Doerfer thanked the Board and spoke on how Columbia-Greene was her second family and will sorely miss the wonderful students and colleague of friends here at CGCC.

10. **Vice President’s Report**

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

- *The focus this summer for the Office of Academic Affairs has been on how to best resume the academic operations of the College and ensure to the extent possible the safety of students, faculty, staff, and the Columbia and Greene communities at large. The Go Forward Academic Taskforce has made substantial progress. A few of the accomplishments and tasks being addressed by the committee include:*

1. *Identified the best instructional modality for the fall semester and determine the appropriate online and remote nomenclature for the College.*
2. *Identified the professional development needs of faculty and direct faculty to resources from SUNY System Office. Also, the College is in the process of negotiating a contract with SUNY Online to provide additional support for faculty.*
3. *Identified the technology needs for faculty and staff for the fall semester.*
4. *Developing a student online orientation, designed to help students navigate the online and remote environment.*
5. *Created a suggested institutional course template grounded in researched best practices to assist faculty with the development of online and remote courses.*
6. *Created a faculty course instructional modality chart for the fall semester – The chart will be provided to advisors and students as a tool to assist students in developing a course schedule that can best meet their needs.*

I want to thank all the members of the Academic Taskforce Committee for their tireless efforts to support the academic operations of the College, especially the faculty on the committee who volunteered their time over the summer.

- *Last week, it was brought to the Provost's attention that COVID-19 has impacted the Banner and Blackboard integration timeline. As a result, this issue has limited faculty access to Blackboard courses. The College has taken serious measures to address this issue and feels confident a resolution will be in place very soon.*
- *We have two retirements this summer Carol Doerfer and Bob Bodratti. I want to thank Carol and Bob as many times as I can for their service to the College. They both will be leaving a legacy.*

Vice President of Administration, Dianne Topple reported:

- *We will be presenting our budget to the counties in the next few weeks.*
- *Capital Project is now 65% complete and looking at completion in the next couple of months.*
- *With the Banner software project, Ms. Topple is extremely grateful for the staff's dedication and hard work to make this conversion happen. The many challenges that COVID has made, the staff has continually kept moving forward to have this project take place.*

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

- **Retention**

We are continuing to do retention programming virtually!

The new student online orientation continues to be worked on.

Catherine Carlson Director of Accessibility Services, continues to work with students in getting them comfortable in the all online learning environment.

Virtual Pop Up programs are continuing.

A special thank you to Beverly Burka, for assisting with immunizations, until a new Director of Health Services is hired.

Karen Fiducia, Associate for Student Activities continues to work on the Student Planner and remote and on-campus events for the fall.

- 11. New Business/Other**
- 12. News Release Summary**
- 13. Announcement of the August Meeting**
Monday, August 17, 2020 at 3:30 p.m.
- 14. Adjournment:**
Motion: Mr. Markou; **Seconded:** Mr. Bohnsack
Vote: Yes – 7; No – 0 ; Abstention(s) - 0
Adjournment at: 4:55 p.m.

Edward Schneier

Edward Schneier
Chairman, Board of Trustees

Mary E. Garafalo

Mary E. Garafalo
Executive Secretary to the Board

Consent Agenda

July 20, 2020

Approval of the Minutes from June 15, 2020 Board Meeting

Capital Fund Expenditures

- a. Warrant No. 12, Renovations and Improvements C06140
- b. Warrant No. 24, Renovations and Improvements C06138

Operating Warrant Approval

- a. Warrant No. 06-20, Operating Warrant