

BOARD MEETING

*For the regular meeting of the Board of Trustees of Columbia-Greene Community College was held on **Monday, August 17, 2020 at 3:30 p.m.** or thereafter via <https://us02web.zoom.us/j/89891035545> OR Call 1-646-876-9923/Meeting ID:89891035545 the following matters were submitted for consideration and action.*

Present: Ned Schneier, Chairman; Rick Bianchi, Bruce Bohnsack, Maryanne Lee, Peter Markou, and Peter O'Hara

Excused: Phil Abitabile and Barbara Slutzky

Others Present: Carlee Drummer, President; George Timmons, Provost and Vice President of Academic Affairs; Dianne Topple, Vice President of Administration and Mary Garafalo, Executive Secretary to the Board

1. **Call to Order, 3:33 p.m.**
2. **Roll Call, quorum present**
3. **Request for Approval of Agenda**
Motion: Mr. O'Hara; **Seconded:** Ms. Lee
Vote: Yes – 6; No – 0; Abstention(s) – 0
Resolution: Accepted
4. **Request for Approval of the Items in the Consent Agenda**
Motion: Mr. Bohnsack; **Seconded:** Mr. Bianchi
Vote: Yes – 6; No – 0; Abstention(s) - 0
Resolution: Accepted
5. **Introduction of Guests and Items from the Floor**
Casey O'Brien, Interim Assistant Dean of Academic Affairs and Assistant Dean of Planning and Institutional Effectiveness; Gregg Berninger, Professor of English; Michael Phippen, Professor of Transitional Studies; Joan Koweek, Executive Director of the C-GCC Foundation; Robert Bodratti, Director of Community Services; Jaclyn Stevenson, Director of Marketing and Communications; Matthew Green, Assistant Dean of Enrollment Management; Christy Ward, Bursar; and 5 members of the campus community

6. Resolutions:

a. Resolution No. 0820-2168 Set Time of Monthly Board Meetings

WHEREAS, the Policies and Procedures Manual of the Board of Trustees, Article V, Section 2.0 indicates that the regular meeting of the Board shall be held once each month at a time and place to be determined by resolution of the Board, and

WHEREAS, it is the intention of the Board to hold such monthly meetings on the Greenport campus of the College with the exception of designated meetings off campus,

THEREFORE, BE IT RESOLVED that the Board of Trustees of Columbia-Greene Community College sets the date of the monthly meetings of the Board as the third Monday of each month on the Greenport, New York, campus of the College, with the exception of the January and February meetings. These meetings will be held on January 25 and February 22, 2021. All Board meetings will begin at 3:30 p.m.

Motion: Mr. O’Hara; **Seconded:** Ms. Lee

Vote: Yes – 6; No – 0; Abstention(s) – 0

Resolution: Accepted

b. Resolution No.0820-2169 to Approve the Part-time hourly rate

WHEREAS, the college has a need for part-time assistance in the clerical, technical, maintenance and security areas, and

WHEREAS, it is the responsibility and duty of the Board of Trustees to set the hourly rate of part-time employees for the fiscal year beginning September 1, 2020, and

WHEREAS, it is necessary to maintain and attract qualified part-time personnel

THEREFORE, BE IT RESOLVED that the Board of Trustees approves the hourly rate schedule for the fiscal year beginning September 1, 2020.

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

Vote: Yes – 6; No - 0; Abstention(s) – 0

Resolution: Accepted

c. Resolution No. 0820-2170 Approve the Hourly rate for Adjunct Faculty

WHEREAS, the College has a need for adjunct faculty to assist in the institutional program of the College, and

WHEREAS, it is the responsibility and duty of the Board of Trustees to set the contract rate for adjunct faculty for the fiscal year beginning September 1, 2020, and

WHEREAS, it is necessary to maintain and attract qualified adjunct faculty

THEREFORE, BE IT RESOLVED that the Board of Trustees approves the contact hour schedule for the fiscal year beginning September 1, 2020.

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

Vote: Yes – 6; No – 0; Abstention(s) – 0

Resolution: Accepted

7. **President’s Report**

President Drummer, reported:

• **Budget**

Vice President Topple will be providing the full report on the budget. The Columbia County Supervisors approved the budget last Wednesday evening. The Greene County full Legislature meets on Wednesday evening. You will be pleased to hear about an interesting development with the budget that Dianne and I will share in a few minutes.

• **Operations Updates**

You may have read the U. S. Department of Education began discussing a controversial overhaul of the Title IX protocols in 2018. In spite of hefty opposition from educators and litigation filed by 21 states, the new guidelines – with some 2,000 pages of regulations – took effect in May, with the compliance date stipulated as August 14, 2020. Basically, the new Title IX requires live hearings of cases with cross examinations. The “Single Investigator Model” has been replaced with a cadre of individuals including Investigators, Advisors, Decision Makers, Decision Makers for Appeals, and a Facilitator who need extensive training before handling a case. Needless to say, on top of the pandemic, this was an unwelcome task, but the College has appointed 14 people to fill these roles. Melissa Fandozzi will be the Title IX Coordinator. Training will be offered during the fall semester.

With the departure of Vice President Watson, Provost Timmons will hold the title of Chief Judicial Officer, assisting him as Judicial Officers will be Frankie Beaver-Timmons, Associate Professor of Criminal Justice/ Sociology and William DeLuca, Professor of Criminal Justice. Ms. Frankie Beaver-Timmons will also hold the title of Chief Diversity Officer and Michael Phippen, Professor of Transitional Studies, will be the Section 504 Compliance Officer.

• **Enrollment**

Enrollment is a bit down, in large part because at this time last year, we had registered students from the prison. Provost Timmons is working with Hudson Link to see how we can make it possible for the prison population to take classes virtually. In the meantime, the marketing department is pulling out all the stops to get the word out about the start of the fall semester on September 8, and I am still optimistic that we will see a surge in the next couple of weeks.

• **New Initiative: Cultural Programming**

In response to the brutal deaths of George Floyd, Ahmaud Arbery, Breonna Taylor, and Elijah McClain, to name just a few, the College Senate formed a Cultural Programming Committee charged with creating opportunities inside and outside the classroom for every member of our community to deepen an understanding of racism, raise awareness about implicit bias, and develop culturally responsive practices that foster an inclusive learning and working environment.

The initiative will kick off at the All-College Meeting next week, August 25, with the umbrella theme, “Conversations at CoGreene: Unpacking Systemic Racism”. We are very fortunate to have keynote speaker Trevor Coleman, a senior member of the SUNY team who wrote speeches for Chancellor Johnson. During his renowned career as a journalist in Detroit and Cincinnati, he penned a year-long series in the Detroit News, “Who Speaks for Black America?”, that earned a Pulitzer Prize nomination. I hope you all will be able to join us via zoom. Mary Garafalo will be sending out the meeting agenda shortly.

In a related story, SUNY just launched “64 Actions on 64 Campuses”, a campaign to promote racial equity. Senior leadership at SUNY enthusiastically embraced CoGreene’s new program.

- **“Restart” Plan**

At the beginning of the month, SUNY requested all institutions resubmit their Restart Plans to include two additional screening questions asking individuals if they have had close contact with a confirmed or suspected virus case in the last 14 days and whether they have traveled from one of the 35 states and the District of Columbia showing a significant community-wide spread of COVID-19. Any person answering “yes” to these questions must self-quarantine for 14 days. Anyone who has traveled to one of the affected states must fill out the Traveler Health Form, take a screen shot of the document, and submit to the College. We resubmitted the Plan and have updated the website.

The CoGreene Forward Operations Task Force has made enormous progress with respect to the College’s readiness for the fall semester. Alison Murphy has been working nearly around the clock putting all of the details in place, so I’m going to call on her now to fill you in with a general overview of what the College will be doing to keep students and employees as safe and healthy as possible.

Alison Murphy, Director of Building and Grounds reported:

- *CGCC is in excellent shape for the starting of the Fall 2020 semester. A reconfiguration of all classes, office areas and public areas have been made.*
- *Signage will be placed throughout the campus buildings promoting social distancing and best practices for health and hygiene.*
- *Every person entering one of the College’s buildings will be required to sign a log, indicating the time of their arrival and departure. Faculty members teaching face-to-face in a classroom or a lab will be required to record the attendance of every student. The offices of Academic Support, Library and Student Activities will have students call ahead for an appointment before entering these areas.*
- *Increasing cleaning and disinfecting routines.*

8. Trustee Reports

As Bob Bodratti prepares to sunset his long and impactful career at C-GCC, we thank Bob for his tireless effort to not only advance the Office of Community Services but the College’s profile in the twin counties. Bob began his career at C-CGCC 1982 as the Coordinator of Planning – CETA in 1982. After several years, he was promoted to Director of Employment and Training in 1989. In 2000, Bob applied and was selected as the Director of Non-Credit Programs. The Office changed its name to Community Services in

2004. Bob, you have been an asset to the College for 38 plus years, and we are truly grateful for your service

9. Vice President's Report

Vice President for Administration, Dianne Toppled reported:

• **Budget**

A revised budget booklet was sent out last week, the revision is a result of our meetings with Columbia County. President Drummer and I met with the Columbia County Finance Committee on July 23rd, to review the budget as presented to this Board of Trustees at the last meeting on July 20th. We met again with a smaller group of Supervisors from the Columbia County Finance Committee on July 29th. They requested that we reduce our total sponsor contribution by \$300,000. The reduction resulted in a \$19,934 increase for Columbia County as opposed to the original increase of \$181,600. Also, a \$319,934 decrease for Greene County as opposed to the original decrease of \$181,600. The total amount of the budget hasn't changed, the reduction in sponsor share has shifted to an increase in the appropriated fund balance. The Columbia County Finance Committee approved this budget on August 6th and the Columbia County full Board of Supervisors passed this budget last week on August 12th.

President Drummer and I also met with the Greene County Resources Committee on August 5th, which went very well. We will meet again tonight with the Greene County Finance Committee, and on Wednesday with the full Greene County Legislature. I anticipate our budget to receive final approval at that meeting.

I have not received any additional information regarding state funding to date. We will be watching Fall revenue numbers closely. We're hoping for break even or better. If that doesn't pan out, we may need to make modifications along the way.

SUNY recommends fund balance between 5 – 15% of operating expenses, I will continue to work toward maintaining 15%. We've worked hard to build that number to date, and I think this budget cycle has really impressed the importance of having this safety net because you just never know what might come up.

President Drummer and Vice President Topple were happy to inform the Board of the agreement between Greene County and the Columbia-Greene Community College Foundation. The creation of the "Greene County Cares Fund" for the academic year of 2020-2021 for \$181,600. This funding will assist Greene County students with college expenses, including tuition, transportation and other miscellaneous fees.

• **Banner**

Update on the Banner implementation from a finance perspective. We went live in July with both payroll and student A/R. Employees can view pay stubs online and students are able to view and pay their bills online. You might have noticed that I did not issue a Balance Sheet and Income Statement for July as part of your correspondence this month. Because July was the first month of go-live for both areas, we have some reconciling to do as a result of the automatic feeds to finance. We are working with our consultant this week and I expect to have any issues resolved shortly.

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

Academic Affairs

- *I am happy to report the College has signed a one-year contract with SUNY Online. This agreement provides faculty access to experts with knowledge of effective practices of instructional design, research-based online and remote course quality standards (OSCQR) and Help Desk Support. In addition, the Instructional Design team will host weekly group drop-in sessions focused on relevant instructional and course design topics the schedule is being finalized with the President of Faculty council and SUNY point of contact.*
- *Effective August 1, Dr. Casey O'Brien is serving as the Assistant Dean of Academic Affairs and Assistant Dean of Planning and Institutional Effectiveness. We are actively recruiting to fill for the Assistant Dean of Planning and Institutional Effectiveness position on a full-time temporary basis. Effective August 21, 2020, Dawn-Marie Blasl will serve as the interim Director of the Academic Support Center. We want to thank Mary-Teresa Heath for her service to the College and wish her success in her future endeavors.*
- *I will send an email this week asking faculty to send an email to each of their class rosters. The purpose of the email is to erase misconceptions students have about the fall semester, connect with students in a positive, encouraging manner, and hopefully alleviate apprehension, some students may have about the fall semester. Finally, the communication allows students to address any logistical/ technical issues concerning the instructional modalities. I want to give a special thanks to Diane Johnson and the Advising team for their suggestion.*

Student Services Update

- *The Department of Social Services in Greene County contacted the College to advise they had funds available by the "Combat Loneliness" Program for residents of Greene County with disabilities who need assistance procuring hardware such as routers, laptops, hot spots, or other digital equipment to continue their education remotely and connect with the remote community. Catherine Carlson, Director of Accessibility Services sent the information to all the students registered with her office. We have three students that qualify. All three students will receive laptops.*
- *The College has hired a new basketball coach. Robert Coleman has an impressive resume. He most recently served as the Head coach for Women's Basketball at Hudson Valley Community College. It is an important note, during my conversation. He has a basketball philosophy that emphasizes academic success in addition to skills development.*

10. New Business/Other

N/A

11. News Release Summary

12. Announcement of the September Meeting

Monday, September 21, 2020 at 3:30 p.m.

1. Adjournment:

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

Vote: Yes – 6; No – 0 ; Abstention(s) – 0

Adjournment at: 4:21 p.m.

Edward Schneier

Edward Schneier
Chairman, Board of Trustees

Mary E. Garafalo

Mary E. Garafalo
Executive Secretary to the Board

Consent Agenda

August 17, 2020

Approval of the Minutes from July 20, 2020 Board Meeting

Capital Fund Expenditures

- a. Warrant No. 13, Renovations and Improvements C06140
- b. Warrant No. 25, Renovations and Improvements C06138

Operating Warrant Approval

- a. Warrant No. 07-20, Operating Warrant

Resolutions

- a. Resolution No. 0820-2162 to Appoint the College Attorney
- b. Resolution No. 0820-2163 to Appoint the Executive Secretary to the Board
- c. Resolution No. 0820-2164 to Appoint the Treasurer to the Board
- d. Resolution No. 0820-2165 to Approve Insurance Representatives for the College
- e. Resolution No. 0820-2166 to Approve Area-Wide Public Information Representatives
- f. Resolution No. 0820-2167 to Approve the Financial Institutions for the Deposit of College Funds