

## BOARD MEETING AGENDA

*For the regular meeting of the Board of Trustees of Columbia-Greene Community College was held on **Monday, October 19, 2020 at 3:30 p.m.** or thereafter via Zoom: <https://us02web.zoom.us/j/88005930869> OR: Call-1-(646)-876-9923/ Meeting ID: 8800593 0869 the following matters were for consideration and action.*

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

**Excused:** N/A

**Others Present:** Carlee Drummer, President; George Timmons, Provost and Vice President of Academic Affairs; Dianne Topples, 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. Bohnsack; **Seconded:** Mr. O’Hara  
**Vote:** Yes – 9; No – 0; Abstention(s) - 0  
**Resolution: Accepted**
- 4. Request for Approval of the Items in the Consent Agenda**  
**Motion:** Mr. Abitabile; **Seconded:** Ms. Slutzky  
**Vote:** Yes – 9; 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; Gregg Berninger, Professor of English, Michael Phippen, Professor of Transitional Studies, Matt Green, Assistant Dean of Enrollment Management, Jaclyn Stevenson, Director of Marketing and Communications; and 5 members of the campus community

**6. President's Report New Student Trustee**

*Let's give a warm welcome to the new Student Trustee, Emily Kratz. Emily, who will graduate in spring 2021, is an impassioned psychology major with a very impressive GPA of 3.89. Emily is a President's List honoree; a member of Phi Theta Kappa and the National Beta Club; and a peer tutor in the Academic Support Center. In addition to her passion for psychology, she loves literature, reading, and writing and has had poems published in several poetry anthologies. She takes great pride in helping her community, volunteering with local libraries, World Vision, Capital City Rescue Mission, and Powell House Thrift Store. Emily, we're delighted to have you on the Trustee Team!*

**Enrollment**

*Great news with respect to enrollment! The College is down 19 students from Fall 2019 – a decline of just under one percent! And, had the Correctional Institution been able to enroll incarcerated students, the College's enrollment would have shown an increase! Bringing in the fall class was indeed a team effort. Bravo to the Admissions Team, the College in the High School Team, the Advising Team, the Marketing Team, and the many faculty and staff who volunteered to make follow-up phone calls to new students who had applied but not registered and to returning students who had not registered.*

*According to a new report just released by the National Student Clearinghouse Research Center, community college enrollments across the country are down 9.4 percent – and several SUNY community colleges are also showing double-digit declines – in a couple of cases, more than 20 percent! Registration for spring classes opened today, and the push will be on to retain the students enrolled this fall as well as attract new students – especially those from Greene County who can take advantage of the Greene County Cares scholarship fund.*

**Operations Updates**

*Last Tuesday, the College launched the first round of COVID-19 testing for all on-campus students and employees. Ninety-three people participated, and fortunately, the College does not have any positive cases of the virus at this time. (We gave each person tested a sticker reading, "I've been tested to help protect our community.") The second test will be given next Tuesday, October 27, and Wednesday, October 28. We are grateful to the Columbia and Greene County Departments of Health for providing assistance with the testing.*

*The Presidents have been asked to submit an Operations Plan for the spring to Chancellor Malatras before the Thanksgiving recess. Once again, the College will be offering mostly virtual classes, with the applied learning courses meeting on campus. The Chancellor also has issued an advisory eliminating in-person Commencements in the spring.*

### **Foundation News**

*Last week, the Foundation received an unexpected donation of \$2,500 from MetzWood Insurance. The company has launched a special initiative for their employees to identify a charity that makes a difference to the community – and the Foundation is very proud to be among the non-profits receiving such a generous gift.*

### **Marketing**

*As you can see from the information in your packet, Marketing has been very busy. Today's issue of Community College Daily, published by the American Association of Community Colleges, features a story Jaclyn Stevenson wrote about the Subaru U program.*

### **President Drummer News**

*This past week, I delivered the keynote address for the Columbia Economic Development Corporation's virtual Annual Meeting. In addition, I was tapped to serve on the CASE (Council for the Advancement and Support of Education) Commission for Marketing and Communication. C-GCC is the only community college represented on the Marketing and Communication Commission, and I am very honored to represent the College with this global organization that includes members from Australia, Egypt, England, Mexico, and Switzerland.*

## **7. Trustee Reports**

Student Trustee, Emily Kratz reported:

*-Student Activities is working with our Communications and Marketing Department to bring awareness to the Virtual Pop-Up events taking place. We had a "Rock the Vote" pop-up with a virtual voter access event and a social-media campaign.*

*-Trustee Kratz spoke with Nick Dyer, Director of Athletics concerning Athletics and the possibility of when we will be able to have sports on campus. Per Director Dyer, everything is on hold at the present time. Ms. Katz also reported that E-Sports is going well, with 8 students involved.*

Chairman, Schneier reported:

*-Chairman Schneier reminded the board of the still uncertainty of the aid coming from the state and encouraged the board to reach out to our local politicians for assistance for community colleges from our local and state government.*

## **8. Vice President's Report**

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

### **Academic Affairs:**

*The Office of Academic Affairs is working with the Faculty Council to review the rates of adjunct instructors. This exercise will help standardize adjunct rates into five tiers and streamline payment procedures. The new rate structure would go into effect starting in Fall 2021.*

*I am delighted to report the College has hired a full-time temporary Director of Institutional Research, Planning, and Effectiveness. Jasmine Yang is an expert in higher education analytics and planning, with fifteen years' experience in institutional research (IR), assessment, effectiveness, and strategic planning at RPI, where she most recently served as the Senior Institutional Research Analyst. Her start date will November 9, 2020. Interesting note – about Ms. Yang, has a patent-pending for predicting students at-risk/at-promise.*

*The College is having conversations in earnest with Mr. John Wiktorko, Superintendent for Windham Ashland Jewett School District to establish a partnership to offer a micro-credential in Small Business. The courses included in this 8- credit credential is Foundations of Business, Entrepreneurship, Business Professional Development. If you recall, the College had conversations with Greene County Legislature, and there was much excitement about this credential before the pandemic.*

#### **Student Services Update**

##### **Records and Registration:**

*The Office is continuing to operationalize Banner and has set it up for faculty to report students that have never attended classes as well as report those who are in academic jeopardy.*

*Virtual professional development continues to be an important priority to train staff with respect to updating our practices and increasing the effectiveness. Frances Winig is attending the annual SICAS Summit conference, primarily focusing on sessions that will help us advance our use of Degree Works. Ann Bruno attended the virtual Fall SUNYRA (registrar's) Conference on October 8 & 9.*

*On Monday, 10/19 we will start our first full registration process for students using Banner.*

##### **Health Services**

*The College conducted its first COVID testing for faculty, staff, and students on Tuesday, October 13, 2020. We had a total of 93 people tested. There were a few minor issues at the start but were resolved relatively quickly. The next scheduled testing date is October*

Vice President of Administration, Dianne Toppole reported:

##### **Finance Update:**

*I have nothing new to report on the finance front. We are still anticipating receiving 80% of any funding that comes from NYS. I haven't heard anything new in that regard.*

##### **Capital Project Update:**

*The major contract work associated with Phase 3 is in punch list mode. This phase was originally scheduled to be completed in December, but due to the pandemic and the lack of students and employees in the building, they were able to accelerate the schedule and finish earlier. We will have a kick-off meeting in the next week or so to begin work on upgrading our phone system. We will also be replacing the bleachers in the gymnasium and we have submitted a capital request for approval to begin upgrading our wi-fi accessibility campus wide.*

9. **New Business/Other**

10. **News Release Summary**

11. **Announcement of the November Meeting**

Monday, November 16, 2020 at 3:30 p.m.

12. **Executive Session**

To discuss the medical, financial, credit, or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person or corporation;

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

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

**Resolution:** Accepted

**Entered Executive Session at: 3: 59 p.m.**

**Resolution No. 1020-2174 to Amend Unclassified Professional Title**

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

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

**Resolution: Accepted**

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

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

**Resolution: Accepted**

**Exited Executive Sessions at: 4:48 p.m.**

13. **Adjournment:**

**Motion:** Mr. Markou; **Seconded:** Ms. Slutzky

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

**Resolution Accepted**

**Adjournment at: 4: 50 p.m.**

*Edward Schneier*

---

Edward Schneier  
Chairman, Board of Trustees

*Mary E. Garafalo*

---

Mary E. Garafalo  
Executive Secretary to the Board

## Consent Agenda

**October 19, 2020**

**Approval of the Minutes from September 21, 2020 Board Meeting**

**Capital Fund Expenditures**

- a. Warrant No. 15, Renovations and Improvements C06140
- b. Warrant No. 27, Renovations and Improvements C06138

**Operating Warrant Approval**

- c. Warrant No. 09-20, Operating Warrant