

BOARD MEETING

*For the regular meeting of the Board of Trustees of Columbia-Greene Community College was held on **Monday, November 16, 2020 at 3:30 p.m.** or thereafter via Zoom: <https://us02web.zoom.us/j/85934714166Z> OR: Call-1-646-876-9923/ Meeting ID: 85934714166 the following matters were submitted for consideration and action.*

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

Excused: Rick Bianchi

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, 3:31 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. Bohnsack; **Seconded:** Mr. O’Hara

Vote: Yes – 8; 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 Communication; Jasmine Yang, Director of Institutional Research, Planning and Effectiveness and 6 member of the campus community

6. Chairman Schneier

An introduction of Jasmine Yang, our new Director of Institutional Research, Planning and Effectiveness, was made by Chairman Schneier. Ms. Yang reported her first week went very smoothly and is looking forward to working with the Board of Trustees.

7. Moment of Silence

Thomas Patterson

**8. President's Report
New Team Member**

Last Monday, the College welcomed Jasmine Yang, the new Director of Institutional Research, Planning, and Effectiveness. Jasmine comes to Columbia-Greene from a 15-year tenure at RPI where she served most recently as the Senior Institutional Analyst. Her extensive experience in institutional research, strategic planning, and student success will be invaluable as the College embarks on preparing for the next Middle States' Accreditation Visit in Spring 2023.

Operations Updates

At the end of October, two employees tested positive for the virus. Both observed the 10-day isolation, and the College worked closely with the Departments of Health to pull the contact tracing lists together. The two cases resulted in 15 employees quarantining for 14-days.

The College continues its mandatory testing for all on-campus students and employees. Chancellor Malatras issued guidelines about procedures for testing before and after the Thanksgiving break, as well as in the weeks leading up to the holidays. The testing periods will be tomorrow and Wednesday (November 17 and November 18); December 1 and December 2; and December 7 and December 8. Fortunately, no positive cases emerged from the tests conducted last Tuesday and Wednesday. We are extremely grateful to the Columbia and Greene County Departments of Health for their help and guidance.

As I mentioned at our last meeting, Chancellor Malatras has asked the Presidents to submit an academic Continuity Plan for the spring semester. Although the Universities will begin classes on February 1, Columbia-Greene is requesting a start date of Monday, January 25, so that the semester will end just before the beginning of the Summer I term on May 17. Following the Chancellor's mandate, this schedule eliminates Spring Break and an in-person Commencement.

Accessibility Services

Catherine Carlson's work in Accessibility Services was recognized nationally by a lovely story in Community College Daily, published by the American Association of Community Colleges (AACC). Her work to ensure the continuity of learning for students with disabilities when the College pivoted to the virtual modality last March is quite remarkable. She has established an Information Technology Accessibility Committee to review five areas of accessibility in higher education: web site development, digital content of learning management systems, classroom technologies, libraries, and technology procurement. She and I will be participating in a virtual AACC Conference at the end of January focused on "Essential Supports for Workforce Training Success".

I.D.E.A. Committee

As I reported in the summer, responding to the horrific events of racism in the country, the College Senate organized a sub-committee charged with raising awareness on campus about the importance of diversity, equity, and inclusion. Named the IDEA Committee – Inclusion, Diversity, Equity, and Awareness – the group became part of SUNY’s initiative, 64 Actions on 64 Campuses that launched under former Chancellor Johnson. So far the IDEA Committee has sponsored three major events: Unpacking Systemic Racism, a discussion led by renowned journalist and speechwriter for the Chancellor, Trevor Coleman; Implicit Bias: Examining Our Blind Spots, facilitated by Michael Washington, the Director for Diversity and Inclusion Management for the Department of Civil Service; and an on-going dialogue examining the Hulu Series, Little Fires Everywhere. The Committee now is focused on programs for the spring semester.

Other News

In spite of the pandemic, the College paid tribute to our Veterans last week with a lovely video produced by Kevin Kropp and Carl Nabozny.

At the end of October, Dawn-Marie Blasl organized the ROC initiative (Retention Outreach Campaign), to check in with students and remind them of the many supports the College offers to ensure their success. A number of us called 50 students – and what we learned gave us great ideas for the spring semester.

Academic Affairs

Provost Timmons will be providing the latest developments in academic affairs and student services.

Budget

Vice President Topple will be providing the latest non-developments with the budget and an update on the CARES Act funding.

9. Trustee Reports

Student Trustee, Emily Kratz reported:

Athletic Report from Nick Dyer:

Thanks to the efforts of all the regions in NJCAA (National Junior College Athletics Association), the eligibility waiver for the Spring 2021 season has been approved. This means that if we have athletics in the Spring, our athletes will not lose a year of eligibility for participating. In general, student athletes have 4 years of eligibility (2 years can be at a community college level.) This gives the region the option to decrease the amount of games without placing additional stress on student athletes who may worry that they will use a year of eligibility if they play.

The Return to Play Committee in Region 3, has submitted their plan to all the Presidents in the region, for it to be included within each individual school plan for the spring.

The CGCC Athletic Taskforce had a meeting on Friday the 13th, to discuss the plan that is being put together for the Spring. Once the document is finalized by the Taskforce, Provost Timmons will review, then it will go to President Drummer.

I have also met with the Athletic Taskforce members who play a role in academics. Through our time together, we have been discussing possible opportunities that will help student athletes academically.

Student Activities Report from Karen Fiducia:

Students are continuing to make appointments to come in for their Student ID's. Virtual pop-ups have been going well. Thank you to the Marketing and Communication Department, for getting these pop-ups out on social media for students to participate in. The past virtual pop-ups are:

- *Horror Movie trivia*
- *National Transfer week with Co-Greene Faculty themed trivia*
- *Halloween virtual costume entries*
- *Go Vote! pop-up with election themed trivia questions*
- *Alcohol Awareness – recipes for mocktails*

Each pop-up results in a student winning a prize.

Trustee Kratz's Update:

Ms. Kratz has inquired if it is possible for her to have a Student Trustee email account. Her concern is for students to have a safe and convenient way of point of contact for any issues. Karen Fiducia is inquiring with the CIS department of this request.

Trustee Kratz, also would like to make awareness of the Blackboard app for iPhone and Android to become more public. She is hoping with the approval of this desire, she would be in contact with Joe Scampoli, the Blackboard Coordinator of this wish and make students aware of the application. It is her recommendation for students to install the application, which she thinks is easier to see and navigate. She wants to clarify that she is not suggesting that students use this app exclusively, but I think it is important to utilize all academic resources that are out there. It can be very helpful to make submissions through the computer and to check on those grades on a cell phone, for example. Some features that make this application very helpful.

10. Vice President's Report

Vice President of Administration, Dianne Topple reported:

Finance Update:

We received our 1st quarter state aid payment on November 12th. It does reflect a reduction of 20%. It's still unclear as to whether this will be a permanent reduction or just a deferment.

The Financial Aid office is currently processing approximately 110 applications from students for the student portion of the CARES Act funds. This was the result of a recent campaign consisting of emails to students, a posting on Blackboard, and a letter in the mail. These funds are available to students who are eligible for Title IV financial aid. Funds can be used for childcare, course materials, health care, housing, technology related expenses (purchase of a computer), and other COVID 19 related expenses. As a result of this campaign, we will be well on our way toward disbursing 100% of the funds allocated (\$420,354). A big thank you to the financial aid team for their work on this.

Personnel:

Dawn Bucci, Assistant Director of Accounting will be retiring January 31, 2020. Dawn will have 15 years with the College at the time of her retirement. We recently posted for her replacement and hope to have someone on board prior to her departure.

George Timmons, Provost and Vice President of Academic Affairs:

Middle States Update:

The College's Middle States Steering Committee has completed the Middle States Self-Study Institute. The institute was very helpful in providing understanding and direction for how to move forward with the process. We are in the process of finalizing the sub-committees. The Steering Committee Charge/action item includes:

- 1. Consult with the campus community to identify areas of strength and opportunities for improvement as they relate to the College's mission*
- 2. Work with executive leadership to identify 3-5 institutional priorities to be addressed in the self-study*
- 3. Determine an appropriate organizational approach to the self-study*
- 4. Develop the Self-Study Design*
- 5. Establish, charge, and oversee the progress of the seven working groups*
- 6. Ensure that all institutional priorities are addressed in the functional groups' analysis*
- 7. Review interim reports that will be used to write the final Self-Study Report*
- 8. Ensure the Timeline is implemented as planned*
- 9. Develop and implement a plan to ensure effective communication regarding the self-study within the College*
- 10. Identify the most important opportunities for improvement and innovation that will be included in the final Self-Study Report*
- 11. Arrange for institution-wide review of a draft of the Self-Study Report*
- 12. Oversee the completion of the final Self-Study Report, including the refinement of the Evidence Inventory and completion of the Verification of Compliance*
- 13. Oversee arrangements to host the Evaluation Team visit*

Academic Support Center

The Academic Support Center has made recent changes in the tutoring area to save the College resources and improve tutoring services' effectiveness. The College still offers students the opportunity to participate in peer tutoring, professional tutoring, and Net tutoring, an online tutoring service. The College website and the syllabus sheets have been updated and dispersed to faculty. Also, Dawn-Marie has identified discipline gaps and courses that have historically been challenging and asked several faculty to provide academic support beyond office hours. The purpose is to give students a high level of quality support (qualified instructors) in these particularly difficult courses and disciplines: focusing on/increasing retention during these challenging times and promoting student success.

W.I.O.: CEPD: Career Success and Experiential Learning

The College received good news! The Institution acquired its first allotment of partnership funding between Claverack and Philmont Libraries and C-GCC to run a small job literacy program. The program would involve providing a one-hour online resume workshop for approximately 25 participants. The workshop will be offered through the Office of Community Engagement and Professional Development as a non-credit course, and the libraries would pay a fee per participant. The Workforce Office would also be involved – they have been asked to provide an online overview of the services they can offer to job seekers, especially Interview Stream. These services would also be available to C-GCC students and will be marketed to December graduates especially.

Also, the libraries have applied for different funding that will enable them to purchase Chromebooks to loan to participants to use during their job search. These Chromebooks will be available to student participants. Finally, the libraries will be advertising the College as a resource for job literacy. In addition, W.I.O. will discuss grant opportunities for job seekers to take credit courses to increase their employability.

STUDENT AFFAIRS:**Accessibility Services**

In response to a directive from the SUNY administration to all SUNY campuses, an Electronic and Information Technology Accessibility Committee has been established to review the accessibility of the silos of accessibility in higher education. The Committee is chaired by Catherine Carlson, committee members (Terri Bellanger, Jaclyn Stevenson, Ryan McCann, Jessica Fell, Carl Nabozny, John Santana, and Rob Albertson), along with the C-GCC EIT Accessibility Officer. The Committee has been charged with creating and maintaining an accessible environment in web site development, digital content of learning management systems, classroom technologies, libraries, and procurement of technology. The E.I.T. Accessibility Committee will provide information and opportunities for advancement in these areas in furtherance of ensuring our success in meeting the directives set forth by SUNY and federal regulatory agencies governing the consumption of educational materials.

The Advisory Council for Postsecondary Education for Students with Disabilities is an advisory group that informs the N.Y.S. Board of Regents of current educational priorities for students with disabilities and makes recommendations for addressing them. There was a recent meeting focused on the COVID-19 impact on students with disabilities in higher ed. The group heard from students, who discussed their experiences and how their educational progress was impacted by the pandemic. Involvement in these state-wide conversations goes a long way toward moving the needle toward inclusion of students with disabilities so that the impact is communicated "from the trenches" and our state-wide response is meaningful for our students.

11. New Business/Other

12. News Release Summary

13. Announcement of the December Meeting

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

14. 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:** Ms. Lee

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

Resolution: Accepted

Entered Executive Session at: 4: 51 p.m.

Amend Organizational Chart

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

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

Resolution: Accepted

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

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

Resolution: Accepted

Exited Executive Sessions at: 4:55 p.m.

15. Adjournment:

Motion: Mr. Abitabile; Seconded: Ms. Slutzky

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

Resolution Accepted

Adjournment at: 4:56 p.m.

Edward Schneier

Edward Schneier
Chairman, Board of Trustees

Mary E. Garafalo

Mary E. Garafalo
Executive Secretary to the Board

Consent Agenda

November 16, 2020

Approval of the Minutes from October 19, 2020 Board Meeting

Capital Fund Expenditures

- a. Warrant No. 28, Renovations and Improvements C06138

Operating Warrant Approval

- a. Warrant No. 10-20, Operating Warrant