

BOARD MEETING

*For the regular meeting of the Board of Trustees of Columbia-Greene Community College was held on **Monday, December 21, 2020 at 4:00 p.m.** or thereafter via Zoom: <https://us02web.zoom.us/j/81255698130> OR Call: (1) 646-876-9923/Meeting ID: 812 5569 8130 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: N/A

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, 3:55 p.m.**
- 2. Roll Call, quorum present**
- 3. Request for Approval of Agenda**
Motion: Ms. Slutzky; **Seconded:** Ms. Lee
Vote: Yes – 9; No – 0; Abstention(s) – 0
Resolution: Accepted
- 4. Request for Approval of the Items in the Consent Agenda**
Motion: Mr. O’Hara; **Seconded:** Mr. Bohnsack
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; Joan Koweek, Executive Director, Columbia-Greene Community College Foundation; Michael Phippen, Professor of Transitional Studies; Matt Green, Assistant Dean of Enrollment Management; and Jasmine Yang, Director of Institutional Research, Planning and Effectiveness and 1 member of the campus community

6. Moment of Silence

Agnes Gleason

Arthur Koweek

7. Resolution:

a. Resolution No. 1220-2175 to Amend Unclassified Professional Title

WHEREAS, pursuant to the provisions of Section 35 of the Civil Service Law, the Board of Trustees of Columbia-Greene Community College is required to determine the positions which should be included under professional service as defined in Section 6306 of Education Law, and

WHEREAS, the Board of Trustees of Columbia-Greene Community College is required to amend job titles approved in professional service when necessary

THEREFORE, BE IT RESOLVED that in accordance with Amendment to Section 35G and 35I of the Civil Service Law in relation to the unclassified positions in the community college; the following title amendment should be made to the previously approved list of unclassified (professional) positions of Columbia-Greene Community College.

ADDITION:

- Dean of Student Development

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

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

Resolution: Accepted

b. Resolution No. 1220-2176 Revision of Terms for Adjunct Faculty Pay

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 tier rate for adjunct faculty (see memo attached) for the fiscal year beginning September 1, 2021, and

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

THEREFORE, BE IT RESOLVED that the Board of Trustees approves the tier rate schedule for the fiscal year beginning September 1, 2021.

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

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

Resolution: Accepted

8. President's Report

Operations Updates

As of today, the College has administered 900 COVID-19 tests since the middle of October (with the CARES Act funding covering the cost). Thankfully, only seven people have tested positive: three on-campus employees, one on-campus student, and three off-campus students. The on-campus test confirmed the positive results for the employees.

The College will continue its mandatory testing for all on-campus employees beginning on January 5 and for all on-campus students beginning the week of January 25. 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 asked the Presidents to submit an academic Continuity Plan for the spring semester. SUNY approved the College's request to begin the spring semester on January 25 instead of the February 1 date required for all of the Universities, but only approved four on-campus classes: automotive technology, human services, medical technology, and nursing. And just a reminder that SUNY is not permitting Spring Break and an in-person Commencement.

Diversity, Equity, and Inclusion Updates

Frankie Beaver-Timmons has hit the ground running in her new role as Chief Diversity Officer, attending regular meetings with SUNY's Chief Diversity Officer. She will be leading the charge to develop a Diversity, Equity, and Inclusion Plan for the College.

Earlier this month, the IDEA Committee hosted its final program – an on-going dialogue examining the Hulu Series, Little Fires Everywhere. The response has been overwhelmingly positive, and the Committee is busily planning virtual events for the spring semester.

Comings and Goings

On December 7, the College welcomed Olive Shaffer who returns to her alma mater as the Marketing Assistant working closely with Jaclyn Stevenson. She just earned her bachelor's degree in English with a minor in sociology summa cum laude from the University at Albany.

Two long-serving employees are retiring this month: Ted Hilscher, Professor of History, and Nadia Hujtyn, Coordinator in Community Services. They will both be sorely missed but we wish them Godspeed as they embark on new journeys in their lives.

Miscellaneous

Congratulations to students Meredith Cavanaugh and our Student Trustee Emily Kratz for being nominated to the Phi Theta Kappa All-USA Academic Team! The All-USA Academic Team showcases outstanding students from a variety of backgrounds and disciplines who are enrolled in associate degree or certificate programs. If selected, these students will each receive a \$5,000 scholarship.

Dr. Karen Stout, the President and CEO of Achieving the Dream, invited the College to submit a proposal for the Building Resiliency in Rural Community Colleges for the Future of Work grant. Six rural community colleges will be selected for this ATD cohort that will focus on training students for careers that pay “family sustaining wages” in today’s digital economy. Heartfelt thanks to Chairman Schneier for submitting a letter of support. I also reached out to Chancellor Malatras and asked if he would submit a letter of support, which he did. If selected, the College will become part of the prestigious Achieving the Dream network – with the grant covering the usual expense of \$78,000/year for three years, along with an additional \$20,000 for general operating funds. Many thanks to Dawn-Marie Blasl for coordinating the submission of the proposal on December 10.

On the Saturday before Thanksgiving, the Junior Career Institute celebrated a virtual graduation with this year’s cohort of 12 students from high schools in Columbia and Greene Counties. Now in its fourth year, the JCI provides the opportunity for high school juniors to focus on potential careers, soft skills training, and leadership development. Kelly Ann Radzik serves as the liaison to the other sponsors, the Columbia Economic Development Corporation, Greene County Economic Development, and the Columbia and Greene Counties’ Chambers of Commerce.

The Values Statement Committee released its survey earlier this week; the deadline for responses is January 14. Many thanks to Trustee Slutzky for serving on this Committee!

The College also is finalizing plans with Olana for a new partnership that will enable students to earn college credits in art, business, and/or environmental science, while being an intern there for a semester. Three faculty are involved in the collaboration: Stacey Hills (business), Gloria Houg (art), and Rebecca Pinder (environmental science).

In late November, the Office of Admissions launched its first virtual academic program Information Sessions for prospective students. The Office of Financial Aid also is conducting virtual sessions for parents to learn about filing a FAFSA as well as other information regarding financial assistance options for incoming students.

The Foundation raised \$10, 584 on Giving Tuesday, received two anonymous gifts this month totaling \$51,000, and recorded a Planned Gift that will be the largest gift ever made to the Foundation.

9. **Trustee Reports**

Student Trustee, Emily Kratz reported:

Athletic Report from Nick Dyer:

Unfortunately, C-GCC has cancelled winter sports (Men's and Women's Basketball). 27 of 30 community colleges in Region 3 and 15 of the NJCAA have decided to cancel winter sports. The Athletic Taskforce (C-GCC Director of Athletics, Director of Building and Grounds, an Athletic Trainer, a Nurse, and a representative from Greene County Department of Health) put together a "Return to Play" plan. The plan was given to President Drummer to evaluate our participation in winter and spring sports. The decision to not go forward with winter sports was made the week of December 1st. The decision on spring sports has a date of January 9th. The NJCAA has granted a blanket waiver for all fall, winter, and spring sports. This waiver will give the regions the opportunity to play a limited schedule without the student athletes losing their eligibility. The Athletic Department continues to meet every other week to go over rule changes and recruiting,

Student Activities Report from Karen Fiducia:

The Student Activities Office is continuing to get virtual pop-up activities out to the students through social media. The recent pop-ups were:

- *Post your favorite healthy meal*
- *Grateful gathering – Share what you are most thankful for*
- *Scavenger Hunt – gather items from around the house*

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

Trustee Kratz's Update:

Ms. Kratz has been involved with the SUNY Chancellor's open conversations, and SUNY's Mental Health Task force. Trustee Kratz assisted Leah Wentworth, SUNY Director of Student Wellness on establishing a social media campaign to better address student needs during remote learning and Covid-19

We now have a Student Trustee Email: The address is: studenttrustee@sunycacc.edu Collaboration with Dr. Childrose and Dr. Hills on "Ready, Set, Go Online!"

10. **Vice President's Report**

Vice President for Administration, Dianne Topple submitted her report at the Finance Committee meeting

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

Academic Affairs

Student representatives met with SUNY Chancellor, Jim Malatras, to discuss their experience with remote learning. The Chancellor was so impressed with the students' comments about faculty, he made a call to Professor Gregg Berninger, chair of our Faculty Council to share that in his four months as Chancellor and after speaking with more than 50 Student Government Associations representatives he has never heard students speak so positively about faculty and the work they have done to keep students

learning. We echo the students' and the Chancellor's sentiments and applaud our faculty for their commitment to students' success. The Chancellor indicated he intends to meet with students from all 64 campuses at least once per year, if not once per semester.

Two weeks ago, Carol Doerfer, Assistant Dean O'Brien, and I met with SUNY's Prison Education Leadership Team to discuss ways SUNY can help campuses strengthen their relationship with local correctional facilities as well as to help expand educational opportunities for those incarcerated.

The Middle States Self-Study Steering Committee is continuing its work towards the submission of our Self-Study Design, which will outlay our plan for developing the comprehensive self-study document in 2022. In late January, we will meet with Dr. Bob Bonfiglio, our Vice President Liaison from the Middle States Commission on Higher Education, to discuss our progress.

I will invite Dr. Casey O'Brien to discuss the resolution regarding a revision to rates of pay for adjuncts. I have provided a brief justification for the change. At present, we have 10 different rates for paying adjuncts, ranging between \$765 per credit to \$1,275 per credit. Aside from the inequities it presents, it makes it very difficult for Banner to make sense of the payment structure. Thus, we need a revised pay scale to operate more efficiently. The following changes would be effective as of September 1, 2021. Adjunct pay will be determined by adhering to a tier-based rate structure that accounts for an instructor's teaching experience, earned degree/s, and overall professional experience. The supply and demand of the disciplines will also be considered when determining an adjunct's tier placement.

All adjuncts will be paid based on placement within one of five possible rate tiers:

- Tier 1 \$800*
- Tier 2 \$900*
- Tier 3 \$1,000*
- Tier 4 \$1,100*
- Tier 5 \$1,275 (must equal overload rate for Full Professor)*

A note regarding laboratory instruction: Adjuncts will be compensated at full contact hours for laboratory instruction. For example, if a lab meets for three hours, the compensation will be for three (3) credits, with no difference between the lecture and laboratory pay scale or Tier assignment. Current adjuncts will be placed in the tier that is closest to their current rate. No current adjunct will have his or her rate decreased.

Student Services Update

Student Services along with the Bursar, Financial Aid, and Registrar have created a form for students to request medical/compassionate withdrawals after the withdrawal date. The students must submit their request along with supporting documentation before the last day of class. The committee, comprised of the aforementioned, will review the documents and send their recommendations to Provost Timmons. Dr. Timmons will review all documentation and the committee recommendation for the final decision and the student will receive a letter from him with the outcome.

Accessibility Services

It's All in the Planning – Outreach has begun to the surrounding high schools to determine the most efficient method of delivery for a transition conference for students with disabilities in their Junior and Senior years of High Schools. There is interest in virtual attendance from the high schools. C-GCC is partnering with SUNY Delhi to deliver a schedule of three one-hour Zoom sessions pertaining to the unique intersection of disability and transition to college in a virtual environment. The event is planned for March 2021, with invitations going out to the high schools in January.

EIT Accessibility – The Final C-GCC EIT Accessibility Plan has been submitted to SUNY, Provost Tod Laursen's Office. The EIT Accessibility Committee continues to meet and is planning to host a virtual session for the C-GCC community during the Spring 2021 semester. The purpose of The Plan is to ensure equal access for persons with disabilities and create a learning and working environment that is systemically inclusive, responsive, and effective, with regard to the 5 Standards. The Standards are listed below:

- *Websites and Software: Web Accessibility Standards (WAS)*
- *Digital Content: Digital Content Accessibility Standards (DCAS)*
- *Classroom Technology & Design: Classroom Accessibility Standards (CAS)*
- *Libraries: Library Accessibility Guidelines (LAG)*
- *Procurement: Procurement Accessibility Conformance Standards (PACS)*

11. New Business/Other**12. News Release Summary****13. Announcement of the January Meeting**

Monday, January 25, 2021 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: Mr. O’Hara ; **Seconded:** Ms. Slutzky

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

Resolution: Accepted

Entered Executive Session at: 4:43 p.m.

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

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

Resolution: Accepted

Exited Executive Sessions at: 4:45 p.m.

15. Adjournment:

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

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

Resolution Accepted

Adjournment at: 4:54 p.m.

Edward Schneier

Edward Schneier
Chairman, Board of Trustees

Mary E. Garafalo

Mary E. Garafalo
Executive Secretary to the Board

Consent Agenda

December 21, 2020

Approval of the Minutes from November 16, 2020 Board Meeting

Capital Fund Expenditures

- a. Warrant No. 16, Operating Warrant CO6140
- b. Warrant No. 29, Renovations and Improvements C06138

Operating Warrant Approval

- a. Warrant No. 11-20, Operating Warrant