

# **Columbia-Greene Community College**

## **Board of Trustees**

### **MINUTES**

**June 20, 2016**

**CALL TO ORDER:**

The meeting of the Board of Trustees of Columbia-Greene Community College Board of Trustees was held on June 20, 2016.

**ROLL CALL:**

Dr. Ned Schneider, Chairman  
Mr. Peter O'Hara, Secretary  
Mf. Phil Abitabile  
Mr. Bruce Bohnsack  
Ms. Rosemary Lewis  
Mr. Martin Smith  
Ms. Barbara Slutzky  
Mr. Ken Wilber

Mr. James R. Champion, President;  
Ms. Carol J. Novack, Executive Secretary to the Board; Ms. Phyllis Carito, Vice President and Dean of Academic Affairs; Dr. Joseph Watson, Vice President and Dean of Students and Enrollment Management; Mr. Joseph Matties, Vice President and Dean of Administration; Ms. Dianne Topple, Assistant Dean of Administration; Mr. Allen Kovler, Director of Public Relations; Ms. Carol Doerfer; Assistant Academic Dean; Mr. Michael Phippen, Professor of Transitional Studies; Mr. Mercury Mason, Student Trustee-Elect and

Mr. Roger Hannigan Gilson,  
Reporter from the Register Star.

**PLEDGE OF ALLEGIANCE:** Chairman Ned Schneier opened the Board meeting with the Pledge of Allegiance.

**MOMENT OF SILENCE:** A moment of silence was observed for local businessman and friend of the College Scott Wood and community leader Richard Schreiber.

**AGENDA:** The Agenda for the June 20, 2016 meeting was presented. Mr. Ken Wilber moved and Mr. Phil Abitabile seconded to approve the Agenda as printed. Voice vote – motion carried unanimously.

**MINUTES:** The Minutes of the May 16, 2016 meeting were presented. Mr. Bruce Bohnsack moved and Mr. Martin Smith seconded to approve the Minutes as printed. Voice vote – motion carried unanimously.

**BILLS & WARRANTS:** Mr. Martin Smith moved and Mr. Ken Wilber seconded to approve Operating Warrant 05-16 in the amount of \$1,618,500.99. Voice vote – motion carried unanimously.

**PRESIDENT'S REPORT:** Vice President Phyllis Carito reported that the College has received SUNY and SED approval for the Liberal Arts & Science Humanities A, A.- Digital Design Concentration. This gives the College an option for students interest in pursuing degree in commercial art, digital media, and design graphics to complete the concentration and transfer to a

4-year institution for a bachelor's degree. The courses are SUNY transfer path approved, this will give students a strong foundation, and include: Basic Drawing, Art History I & II, Visual Arts 2D and Visual Arts 3D; along with focused design courses, Computer Graphics and Animation.

Two fine Art Student's work is displayed in the "Best of SUNY" Exhibit at the NYS Museum in Albany. Students Alisha Borozny and Kelly Ljutich's pieces were produced in the Spring 2016 Fine Arts Seminar with Professor Steve Careau.

The first graduates of the medical Assisting A.A.S. degree passed their certification exam. Coordinator Jessica Curly proudly announced, "Columbia-Greene has now produced three Certified Medical Assistants, Phlebotomist, EkG Technicians and Administrative Assistants.

A mini-science symposium was held on campus last week with students from the Summer I river Ecology class, facilitated by Assistant Professor of Biological Sciences Rebecca Pinder. In their independent research projects, students compare the flora and fauna of multiple rivers and streams throughout Columbia, Greene and Albany Counties to test how populations of fish, amphibians, mosses, aquatic plants and crayfish changed between small creeks and larger rivers. Students displayed their project visitors.

Summer 2016 classes offered online led the enrollment for Summer II. Offerings will include eight sections being offered at three different high school locations, which as of yesterday we have 74 students enrolled. Summer II classes will begin July 11.

Vice President Watson reported that applications for the fall 2016 semester are up 6% at this time. Admission staff members are calling students personally and using robo call as well.

Dr. Watson reported that Kevin Kropp and the College's Color Guard participated in the Philmont Parade as well as the flag Day Parade.

With Ryan Skinner as Rip, Marc Miller and Gail Shader participated in the flag Day Parade.

With Joe Carr as Rip, Rachel Kappel and Marc Miller participated in the Hudson Pride Parade.

Mr. Marc Miller just completed a four-part series "Social Media Seminar" at Providence Hall in Hudson for residents living there. Marc worked with Greg Mosely, President of Operation Unite. Each participant went through four mini-sessions and received a certificate at the end of the program. A second group will begin shortly and those who completed the first session are requesting an advanced session.

Dr. Watson reported that the High School Guidance Counselor luncheon was held on June 2<sup>nd</sup> and was well received.

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Dr. Watson introduced Mercury Mason to the Board of Trustees as the Student Trustee-Elect. He will begin his term on July 1, 2016.

Women's cross-country and outdoor track & Field athlete Shannon LaChance, baseball's Immanuel Folds and Mercury Mason achieved the NJCAA Exemplary Academic Achievement Award. This award is given to student athletes with a career GPA of 3.60 to 3.79.

Baseball's Alan Smith and men's basketball player Chance Ryan were awarded the NJCAA Supervisor Academic Achievement Award. This award is given to student athletes who have a career GPA average of 3.90 to 3.99.

Ms. Carol Novack, Chairperson of the C-GCC Day Care board of Directors reported that the extension of the Day Care Center semester is winding up this week. We had 28 students enrolled. With unexpected extra SUNY Grant last month, we are hoping to come in close to budget.

**RESOLUTION TO ACCEPT A REIMBURSEMENT TO REPLACE THE CIRCUIT BOARD FOR FIRE ALARM AT THE DAY CARE CENTER:**

Resolution to accept a reimbursement to replace the circuit board for fire alarm at the Day Care Center was presented. Ms. Barbara Sultzky moved and Mr. Bruce Bohnsack seconded to approve the following resolution as printed. Voice vote – motion carried unanimously.

WHEREAS, the Board of Trustees of Columbia-Greene Community College must approve acceptance of all grants, and

WHEREAS, the College has been awarded by the Research Foundation of the State of New York in the amount of \$3,05409 for the replacement of the circuit board on the fire alarm system at the Child Care, and

WHEREAS, the Board of Trustees has resolved that monies for that purpose be transferred to the Columbia-Greene Community College Association, Inc.

THEREFORE BE IT RESOLVED that the Board of Trustees of Columbia-Greene Community College approves the receipt of the reimbursement from the Research Foundation of the State University of New York for the replacement of the circuit board for the fire alarm system in the amount of \$3,054.09 for the C-GCC Day Care Center.

**RESOLUTION TO AMEND THE POLICY MANUAL TO ESTABLISH AN ALTERNATE 20-MONTH SCHEDULE FOR ADMINISTRATORS:**

Resolution #0616-2018 to amend the policy manual to establish an alternate 10-month schedule for administrators was presented. Mr. Martin Smith moved and

Mr. Phil Abitabile seconded to

approve the following resolution as printed. Voice vote – motion carried unanimously.

WHEREAS, the Board of Trustees of Columbia-Greene Community College are empowered to adopt general policies for the operation of the College, and

WHEREAS, the Board Policy and Procedures Manual has been adopted by the Board of Trustees

THEREFORE BE IT RESOLVED the Board of Trustees adopts the attached alternate 10-month schedule for Administrators.

**RESOLUTION TO APPROVE  
THE 2016-2017 PROPOSED  
OPERATING BUDGET OF THE  
COLLEGE:**

Resolution #0616-2019 to approve the 2016-2017 proposed operating budget of the College was presented. Mr. Ken Wilber moved and Mr. Martin Smith seconded to approve the following resolution as printed. Voice vote – motion carried unanimously.

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 2016-2017 has been under the guidance of the President for presentation to the Board for approval, and

WHEREAS, the Finance Committee of the Columbia-Greene Community College Board of Trustees has reviewed the proposed 2016-2017 budget for the college, and

WHEREAS, the college is proposing an operating budget in the amount of \$16,700,000 including basic and supplemental state aid in the amount of \$3,49,937 based on \$2,607 per FTE

THEREFORE BE IT RESOLVED that the attached 2016-2017 Operating Budget of the college in the amount of \$16,700,000 including state aid in the amount of \$3,489,937 based on \$2,697 per FTE be approved and subsequently be submitted to the sponsors and to the State University of New York for their approval.

**RESOLUTION TO APPROVE  
THE 2016-2017 TUITION AND  
FEE SCHEDULE:**

Resolution #0616-2020 to approve the 2016-2017 Tuition and Fee Schedule was presented.

Mr. Bruce Bohnsack moved and Ms. Barbara Slutzky seconded to approve the resolution as printed.

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, Rule, 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 attached schedule of tuition and fees for 2016-2017 be approved for submission to the counties with a recommendation for their approval.

**RESOLUTION TO AMEND THE  
2015-2016 OPERATING  
BUDGET TO RECONCILE WITH  
THE NINE-MONTH REPORT:**

Resolution to amend 2015-2016 Operating Budget to reconcile with the Nine-Month Report was presented. Mr. Phil Abitabile moved and Mr. Martin Smith seconded to approve the resolution as printed. Voice vote – motion carried unanimously.

WHEREAS, it is the policy of Columbia-Greene Community College to seek Board of Trustee approval when changes in the 2015-2016 Operating Budget occur, and

WHEREAS, the College through a budgetary analysis has determined that the overall expenses and revenues have decreased, and

WHEREAS, the total sum of these dollars decreased the 2015-2016 College Operating Budget by \$138,539;

THEREFORE BE IT RESOLVED that the Board of Trustees hereby amends the 2015-2016 College Operating Budget in the amount of

\$138,539 from \$16,598,533 to  
\$16,459,994.

**RESOLUTION TO APPROVE BID  
FOR EMERGENCY CRITICAL  
MAINTENANCE AND SAFETY  
(SUNY PROJECT #C06135)  
ENTRANCE AND VESTIBULE  
REPLACEMENT:**

Resolution #0716-2022 to approve  
the bid for emergency critical  
maintenance and safety (SUNY  
Project #C06135) for entrance and  
vestibule replacement was  
presented.

WHEREAS, Columbia-Greene  
Community College received a bid  
for Emergency Critical Maintenance  
and Safety (SUNY Project #C06135)  
Entrance and Vestibule  
Replacement which was read aloud  
at 9:30 a.m. on June 18, 2016, and

WHEREAS, the bid received for this  
project was submitted by N.E.P.  
Glass Co., Ltd. of Little Falls , NY  
for the amount of \$211,900, and

WHEREAS, the Board of Trustees  
accepts the bid submitted by N.E.P.  
Glass Co., Ltd., and

THEREFORE BE IT RESOLVED  
that the Board of Trustees of  
Columbia-Greene Community  
College accepts the bid from N.E.P.  
Glass Co., Ltd. for the amount of  
\$211,900.

**TRUSTEE REPORT:**

Chairman Ned Schneier reported  
that he met with the College  
Foundation President and is  
suggesting the Foundation from an  
Investment Advising Committee to  
help manage the Foundation's  
funds.

Mr. Ken Wilber thanked President  
Campion, Dean Matties and  
Assistant Dean Dianne Topple for

the great job they did on adopting the budget for 2016-2017.

**ELECTION OF BOARD OFFICERS:**

Mr. Phil Abitabile presented the current slate of officers for the 2016-2017 fiscal year.

Dr. Ned Schneier, Chairman  
Mr. William Haltermann, Vice Chairman  
Mr. Peter O'Hara, Secretary

**EXECUTIVE SESSION:**

Mr. Bruce Bohnsack moved and Mr. Phil Abitabile seconded to convene to Executive Session to discuss the medical, financial, credit or employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation. Voice vote – motion carried unanimously.

Mr. Peter O'Hara moved and Mr. Ken Wilber seconded to reconvene the meeting. Voice vote – motion carried unanimously.

**FUTURE MEETING:**

The next regular meeting of the Board of Trustees will be held on August 15, 2016.

**ADJOURNMENT:**

As there was no further business, Mr. Ken Wilber moved and Ms. Barbara Slutzky seconded to adjourn the meeting. Voice vote – motion carried unanimously.

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Chairman

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Secretary

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