

Columbia-Greene Community College

Board of Trustees

MINUTES

August 15, 2016

CALL TO ORDER:

The meeting of the Board of Trustees of Columbia-Greene Community College Board of Trustees was held on August 15, 2016.

ROLL CALL:

Mr. Ned Schneier, Chairman
Mr. William Haltermann, Vice
Chairman
Mr. Peter O'Hara
Mr. Bruce Bohnsack
Ms. Barbara Slutzky
Mr. Martin Smith

Mr. Mercury Mason – Student Trustee

Mr. James R. Champion, President;
Ms. Carol J. Novack, Executive
Secretary to the Board of Trustees;
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;
Mr. Casey O'Brien, Director of
Institutional Research and Assessment,
Mr. Michael Phippen, Professor of
Transitional Studies; Mr. James Folz,
Director of Buildings and Grounds; and
Representatives of Clark Patterson Lee
(Facilities Master Planning Group).

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 Alum and friend of the College Todd Wilhelm.

AGENDA:

The Agenda for the August 15, 2016 meeting was presented. An additional resolution to approve the salary schedule for 2016-2017 for Administrators and Classified Exempt Staff was added. Mr. Peter O'Hara moved and Mr. Bruce Bohnsack seconded to approve the Agenda as amended. Voice vote – motion carried unanimously.

MINUTES:

The Minutes of the June 20, 2016 meeting and the Minutes for the July 6, 2016 special meeting were presented. Mr. Martin Smith moved and Mr. Peter O'Hara seconded to approve both sets of Minutes as printed. Voice vote – motion carried with Mr. William Haltermann abstaining.

BILLS & WARRANTS:

Mr. Martin Smith moved and Ms. Barbara Slutzky seconded to approve Operating Warrant #06-16 totaling \$1,252,093.94 and Operating Warrant #07-16 totaling \$1,219,366.68 and Capital Warrant #1 to Columbia-Greene Community College totaling \$70,000. Voice vote – motion carried unanimously.

PRESENTATION:

Representatives from Clark Patterson Lee, the firm responsible for delivering the College's five-year facilities master plan, summarized the plan's major findings and recommendations. It includes upgrading the physical plant to replace infrastructure that has

reached the end of its useful life as well as recommendations for potential site locations for new buildings. Upgrading the College's student information system was also noted. Ricke's Associates conducted an educational space master plan classroom utilization and scheduling patterns. Ricke's Associates also led 10 focus group meetings at the College consisting of faculty, staff, administration and students as well as local community members.

The focus groups were:

- Infrastructure
- Student Senate
- Health Careers
- Cornell Cooperative Extension
- Faculty
- Administration
- Administrative Software
- Board of Trustees
- Agribusiness/Culinary
- Future Program Directions

- Create new programs
- Generate new formats for skills
and knowledge delivery
- Market and promote the College

Discussion and ideas that came out of the focus group meetings were related to attracting students and increasing enrollment.

Mr. William Haltermann requested that at the next Board meeting the Board discuss the next steps that were listed in the Facilities Master Plan. These include:

- Update the strategic plan and identify associated goals and decisions related to academic programs, development of community partnerships, and aspects of planning for future residential housing. This should be coordinated, organized, and prioritized by the broad institutional goals and framed according to the Vision and Mission of the college.

- Continue the community engagement conversations recently initiated, and pilot some short-term programs/training/certificates. Become a partner to community businesses to share facilities and equipment.

- Reassess marketing and outreach to expand visibility in the region.

- In order to identify C-GCC as a destination of choice, a detailed academic program analysis should be conducted.

PRESIDENT’S REPORT:

President Campion reported that he met with the Capital Region of Community College President’s Council to discuss ways of advocating the State Representatives earlier this year to increase the state aid to community colleges. A meeting will be scheduled for October and the Board Chairs from these five community colleges will take part in the meeting.

RESOLUTION TO APPROVE FINANCIAL INSTITUTIONS FOR THE DEPOSIT OF COLLEGE FUNDS:

Resolution #0816-2023 to approve the financial institutions for the deposit of college funds was presented. Mr. William Haltermann moved and Mr. Bruce Bohnsack seconded to

approve the resolution as printed.
Voice vote – motion carried with
Mr. Martin Smith abstaining.

WHEREAS, Columbia-Greene
Community College in its operation has
the need to deposit and invest college
funds, and

WHEREAS, the Board authorized the
Vice President and Dean of
Administration to invest college funds
in the insured investments from
whichever bank is deemed to offer the
greatest financial gain

THEREFORE BE IT RESOLVED that
the Board of Trustees agrees to use the
service of the banks listed on the
attached sheet for its deposits for the
fiscal year 2016-2017 and investments
of college funds will be handled on a
bank-by-bank basis based on the rate
of return.

**RESOLUTION TO APPOINT
COLLEGE ATTORNEY:**

Resolution #0816-2014 to appoint the
College Attorney was presented.
Mr. Peter OHara moved and
Mr. William Haltermann seconded to
approve the following resolution as
printed. Voice vote – motion carried
unanimously.

WHEREAS, the Policies and Procedures
Manual of the Board of Trustee, Article
XI, Section 35.0 provides for the
appointment of a college attorney by
the Board of Trustees, and

WHEREAS, Columbia-Greene
Community College in its operations
deals with legal considerations needing
an attorney at law, and

WHEREAS, the Board of trustees must approve the rates(s) for legal services via resolution, and

WHEREAS, the rates for this service are \$195 per hour for legal services

THEREFORE BE IT RESOLVED that the Board of Trustees of Columbia-Greene Community College agrees to use the services of Mr. Paul M. Freeman for the fiscal year 2016-2017, and

FURTHER RESOLVES that the Board of Trustees of Columbia-Greene Community College approves the following rates: \$195 per hour for legal services for the fiscal year 2016-2017.

**RESOLUTION TO APPROVE
AREA-WIDE PUBLIC
INFORMATION
REPRESENTATIVES:**

Resolution #0816-2025 to approve the area-wide public information representatives was presented. Mr. Bruce Bohnsack moved and Ms. Barbara Slutzky seconded to approve the following resolution. Voice vote – motion carried unanimously.

WHEREAS, Columbia-Greene Community College provides information to its local constituency through news releases on college activities, and

WHEREAS, the Office of Public Information uses the Register Star of Hudson and the Daily Mail of Catskill, NY for the college's official notices

THEREFORE BE IT RESOLVED that the Board of Trustees agrees to use these public information representatives to disseminate official college information during the 2016-2017 academic year.

**RESOLUTION TO APPROVE
THE INSURANCE
REPRESENTATIVES FOR
THE COLLEGE:**

Resolution #0816-2016 to approve the insurance representatives for the College was presented. Mr. Peter O'Hara moved and Mr. Martin Smith seconded to approve the following resolution as printed. Voice vote – motion carried unanimously.

WHEREAS, Columbia-Greene Community College in its operations must secure insurance to protect property, contents, automobile equipment, and must secure malpractice insurance, umbrella and student accident insurance, and

WHEREAS, after careful consideration and evaluation, Marshall & Sterling Insurance (representative) and Selective Way Insurance (carrier) will continue to provide coverage of property, contents, automobile equipment, malpractice, umbrella and student accident insurance.

THEREFORE BE IT RESOLVED that the Board of Trustees has selected and agrees to use Marshall & Sterling Insurance as our representative for the above mentioned policies for the 2016-2017 fiscal year. Further be it resolved that Selective Way Insurance be selected as the College's insurance carrier.

**RESOLUTION TO APPROVE
PART-TIME HOURLY RATE
FOR 2016-2017:**

Resolution #0816-2027 to approve the part-time hourly rate for 2016-2017 was presented. Mr. William Haltermann moved and Mr. Martin Smith seconded the following resolution as printed. Voice vote – motion carried unanimously.

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, 2016, and

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

THEREFORE BE IT RESOLVED that the Board of Trustees approves the attached hourly rate schedule for the fiscal year beginning September 1, 2016.

**RESOLUTION TO APPROVE
CONTRACT HOUR RATE
FOR ADJUNCT FACULTY
FOR 2016-2017:**

Resolution #0816-2028 to approve the contract hour rate for adjunct faculty for 2016-2017 was presented.

Mr. William Haltermann moved and Mr. Martin Smith seconded to approve the resolution as printed. Voice vote – motion carried unanimously.

WHEREAS, the college has a need for adjunct faculty to assist in the instructional 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, 2016, and

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

THEREFORE BE IT RESOLVED that the Board of Trustees approves the attached contract hour schedule for the

fiscal year beginning September 1, 2016.

RESOLUTION TO APPROVE THE SALARY SCHEDULE FOR 2016-2017 FOR ADMINISTRATORS AND CLASSIFIED-EXEMPT STAFF:

Resolution #0816-2029 to approve the salary schedule for 2016-2017 for administrators and classified staff was presented. Mr. William Haltermann moved and Mr. Bruce Bohnsack seconded to approve the following resolution as printed. Voice vote – motion carried unanimously.

WHEREAS, it is the responsibility and duty of the Columbia-Greene Community College Board of Trustees under Section 604.2, Codes, Rules and Regulations of the State of New York 8, to adopt salary schedules upon the recommendation of the College President, and

WHEREAS, the administrators and classified-exempt staff at the college have served the institution with trust and expertise during the 2015-2016 academic year

THEREFORE BE IT RESOLVED that effective September 1, 2016, all administrators and classified-exempt staff, excluding the College President, receive a fixed dollar amount of \$1,200 for the fiscal year ending August 31, 2017.

TRUSTEE REPORT:

Student Trustee Mercury Mason reported that students are recruiting new student senators to replace senators that graduated last year. He also reported that we are gearing up for Orientation for the fall semester.

Trustee Peter O'Hara reported that plans are going well for the Scholars

Ball. All invitations are in the mail and the response has been positive.

EXECUTIVE SESSION:

Mr. William Haltermann moved and Mr. Martin Smith 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. Bruce Bohnsack 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 September 19, 2016.

ADJOURNMENT:

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

CHAIRMAN

SECRETARY