

Columbia-Greene Community College

Board of Trustees

MINUTES

September 19, 2016

CALL TO ORDER:

The meeting of the Board of Trustees of Columbia-Greene Community College Board of Trustees was held on September 19, 2016.

ROLL CALL:

Dr. Ned Schneier, Chairman
Mr. William Haltermann, Vice-Chairman
Mr. Peter O'Hara, Secretary
Mr. Phil Abitabile
Mr. Bruce Bohnsack
Ms. Rosemary Lewis
Ms. Barbara Slutzky
Mr. Martin Smith
Mr. Kenneth Wilber

Mr. Mercury Mason, Student Trustee

Mr. James R. Campion, 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;

Ms. Joan Koweek, Executive Director of the C-GC Foundation; Mr. Robert Bodratti, Director of Community Services; Dr. William Cook, Retired Professor of Biological Sciences; Ms. Jessica Curly, Instructor and Coordinator of Medical Assisting; Ms. Dawn Vernon, Technical Assistant for Medical Assisting; Matthew Kenny, Professor of Biological Sciences; Ms. Maureen Boutin, Associate Director of Workforce Development; Ms. Holly Wanek, Assistant Director Workforce Development; Rebecca Pinder, Assistant Professor of Biological Sciences; Mr. Burton Andrews, Media Aide; and Ms. Katie Kocijanski, Reporter for 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 former Cafeteria Manager Karl Dratz, former Director of the Workforce Development Office Ernest Reis and former Secretary for the Columbia County Board of Supervisors Gladys Goesch.

AGENDA:

The Agenda for the September 19, 2016 meeting was presented. An additional resolution to approve a resolution to accept a SUNY Community College Workforce Development Grant in the Office of Community Services; Project Management Concepts and Methods was added. Mr. Martin Smith moved and Mr. Peter O'Hara seconded to amend the Agenda. Voice vote – motion carried unanimously.

MINUTES:

The Minutes of the August 15, 2016 meeting were presented. Mr. Peter O'Hara moved and Mr. Bruce Bohnsack seconded to approve the Minutes as printed. Motion carried with Mr. Phil Abitabile abstaining.

BILLS & WARRANTS:

Mr. William Haltermann moved and Mr. Ken Wilber seconded to approve Operating Warrant 08-16 in the amount of \$1,053,095. Voice vote – motion carried unanimously.

PRESENTATION:

Highlights of the Natural History Museum Collection at Columbia-Greene Community College were introduced with a brief power-point presentation by Dr. William Cook. The Museum Collection contains many scientifically valuable specimens. The collection supports student course work, scientific research, work done by artists, and presentations to school and civic groups.

PRESIDENT'S REPORT:

Vice President Phyllis Carito announced an opening reception was held last week for Professor Dan Connor's Third Dimension Art Show which is currently in the Foundation Gallery. The show is an in-depth look at graphic art and creative expression in 3-D rendered images. Professor Connor created the video for the 50th Anniversary, running through time and place at C-CC through the years, and shown at the Foundation.

The Commission on Higher Education Middle States Region has announced the new standards, and the process and timeline will

be discussed at Town Hall Meetings throughout the region. Casey O'Brien, Chair of IAPG and Director of Institutional Effectiveness and Assessment will attend the meeting in Albany. Meanwhile, our next self-study has been slated for 2022-2023, with a mid-study check in 2019.

The College campus has been keeping a steady focus on assessment, with all units having an assessment plan, and all faculty participating in regular outcome assessment on courses as well as routinely scheduled Assessment of the Major to Review Programs on a 5-year cycle.

Vice President and Dean of Students and Enrollment Management Joseph Watson reported that admissions applications are down 2%. This translates us having more part-time students than full-time students. However, more full-time students registered now compared to last year.

The College in the High School/Early Admit Program has registered many students with registration on-going this week.

Zone registrations and late registrations occurred where faculty and staff saw over 100 students.

Not attending reporting for our students is occurring right now. Faculty report to Records and Registration who are non-attenders in their classes.

The admission Staff will begin their fall-recruitment visiting high schools and other college fairs. We have expanded our footprint beyond the two counties. This includes working with our academic and non-academic departments to achieve this.

The staff also were present at the Columbia County Fair on C-GCC Day.

Other summer fairs and community days we attended including the Black Arts Festival, Bangladesh Fest for the second year and Greene County Youth Fair as well as others.

Dean Watson announced that College Night will be held on October 18th at 6:00 p.m. in the Gym.

President Campion updated the Board on the Ricke's portion of the Facilities Master Plan. He gave a review of the history of the College's Strategic Plan that had changed in 2012. He stressed that the College learned a lot from the focus groups and that we were already working on many of these suggestions from the Facilities Master Plan before it was complete.

Regarding the Strategic Plan, he reminded the Board that the Mission and Vision statements cannot be changed, but an ongoing process of the committee is working on creating goals, objectives and standards. The IAPG Committee held a retreat off-campus in August to take a look at revising the

Strategic Plan as one of the activities of the day. This document will be brought to the Board at the November Board meeting. President Campion shared a chart with the Board illustrating how institutional assessment relates to the Strategic Plan.

President Campion also referenced the Ricke's Report on program development and described the process the College has to go through in order to develop new programs. He mentioned that he along with Dean Phyllis Carito visited Hawthorne Valley Farm and is working with Cornell Cooperative Extension on developing a agri/business curriculum. We may also look at micro-credentialing where we would take courses currently offered in our Medical Assistant Program such as EKG Technician or Phlebotomist Certification and offer them separately. This may be an enrollment enhancement. He indicated that he would keep the Board up-to-date as we move forward in the process.

President Campion shared with the Board the outreach the College is doing in the community and mentioned that this Fall semester out-of-county students increased by 5%.

Mr. Bill Haltermann requested a Board Retreat to discuss the Facilities Master Plan. He would like to have Casey O'Brien be included. It was suggested that staff input and participation should be considered.

The Trustees will meet with the Foundation Board Chairman to discuss future projects.

Board Chairman Ned Schneier is working on a study on how SUNY and Community Colleges have been getting short changed on funding that dates back to the 1980s when major funding was going to Corrections instead of community colleges. In the 1990s more funding went to K-12 instead of community colleges. This document will focus on community colleges not getting their fair share of State funding. He will share this study with the Board next month and then it can be used to lobby State Representatives.

President Campion informed the Board that SUNY has required each college develop and send a Diversity Plan to the State. This document will be presented to the Board in October for their approval. The deadline for submittal to the State is November 1, 2016 .

**RESOLUTION DESIGNATING
PROFESSOR EMERITUS
STATUS TO WILLIAM E. COOK:**

Resolution #0916-2030 designating Professor William E. Cook Emeritus Status was presented. Ms. Barbara Slutzky moved and Mr. Martin Smith seconded to approve the resolution as printed. Voice vote – motion carried unanimously.

WHEREAS, the Board of Trustees of Columbia-Greene Community College at its meeting on May 27, 1986 authorized the granting of emeritus status to faculty who have retired from the College after at least 15 years of service, who had

held the title of Professor prior to retiring, and whose service had been judged exemplary, and

WHEREAS, Professor William E. Cook has retired from the College after 45 years of outstanding service, and

WHEREAS, Professor William E. Cook obtained the rank of full Professor, and

WHEREAS, during his tenure at the College, Professor William E. Cook developed and taught many of the college's most important science courses, served on a variety of committees, established the College's Natural History Museum, became widely recognized for his expertise through publications and field work, inspired countless students to pursue advanced classes in science, and

THEREFORE BE IT RESOLVED that the Board of Trustees of Columbia-Greene Community College hereby bestows upon Professor William E. Cook the designation of Professor Emeritus effective upon passage of this Resolution, with all rights, privileges, and honors thereto pertaining, and

BE IT FURTHER RESOLVED that the Board of Trustees of Columbia-Greene Community College directs that Professor William E. Cook being named with the designation of Professor Emeritus be so noted in appropriate publications of the College henceforth.

**RESOLUTION TO APPOINT
EXECUIVE SECRETARY TO
THE BOARD:**

Resolution #0916-2031 was presented to appoint the Executive Secretary to the Board. Mr. William Haltermann moved and Ms. Barbara Slutzky seconded to approve the following resolution as printed. Voice vote – motion carried unanimously.

WHEREAS, the Policies and Procedures Manual of the Board of Trustees, Article II, Section 9.0 indicates that the Secretary to the College President shall serve as Executive Secretary to the Board of Trustees, and

WHEREAS, Ms. Carol Novack now holds the position of Secretary to the College President

THEREFORE BE IT RESOLVED that the Board of Trustees approves and confirms the appointment of Ms. Carol Novack to the position of Executive Secretary to the Board of Trustees for a period of one-year beginning with the September 2016 meeting of the Board of Trustees to perform the duties detailed in this section and other duties which might be assigned.

**RESOLUTION TO APPOINT
TEASURER TO THE BOARD:**

Resolution #0916-2032 to appoint the Treasurer to the Board was presented. Mr. William Haltermann moved and Mr. Martin Smith seconded to approve the following as printed. Voice vote – motion carried unanimously.

WHEREAS, the Columbia-Greene Community College Board of Trustees Policies and Procedures Manual, Article III, Section 4.0

indicates that the Chief Fiscal Officer of the College shall act as Treasurer of the Board, and

WHEREAS, Mr. A. Joseph Matties is now employed as the Vice President and Dean of Administration of the College

THEREFORE BE IT RESOLVED that the Board of Trustees of Columbia-Greene Community College approves the appointment of Mr. A. Joseph Matties to the position of Treasurer to the Board for a period of one-year beginning with the September 2016 meeting of the Board and continuing until the August 2017 meeting of the Board.

**RESOLUTION TO APPOINT
DEPUTY TREASURER TO THE
BOARD:**

Resolution #0916-2033 to appoint the Deputy Treasurer to the Board was presented. Mr. William Haltermann moved and Mr. Bruce Bohnsack seconded to approve the following resolution as printed. Voice vote – motion carried unanimously.

WHEREAS, the independent auditors for Columbia-Greene Community College have recommended that a Deputy Treasurer be appointed to assume the duties of Treasurer in his or her absence, and

WHEREAS, Dianne Topple has been employed in the Office of the Dean of Administration as the Assistant Dean and is knowledgeable of the duties and

THEREFORE BE IT RESOLVED,
that the Board of Trustees of
Columbia-Greene Community
College approves the appointment
of Dianne Topple to the position of
Deputy Treasurer to the Board for
the period of one-year beginning
with the September 2016 meeting
of the Board and continuing until
the August 2017 meeting of the
Board.

**RESOLUTION TO SET TIME OF
MONTHLY MEETINGS:**

Resolution #0916-2034 to set the
time of monthly meetings was
presented. Mr. William
Haltermann moved and Mr. Martin
Smith seconded to Approve the
following resolution as printed.
Voice vote – motion carried
unanimously.

WHEREAS, the Columbia-Greene
Community College Board of
Trustees' Policies and Procedures
Manual Article IV, Section 2.0,
indicates that the regular meeting
of the Board shall be held once
each month at a time and place to
be determined by resolution of the
Board, and

WHEREAS, it is the intention of the
Board to hold such monthly
meetings on the Greenport campus
of the College with the exception of
designated meetings off campus

THEREFORE BE IT RESOLVED
that the Board of Trustees of
Columbia-Greene Community
College sets the date of the monthly
meetings of the Board as the third
Monday of each month on the
Greenport, NY campus of the
College, with the exception of the
January and February meetings.

These meetings will be held on January 23 and February 27, 2017. All Board meetings will begin at 5:30 p.m.

**RESOLUTION TO APPROVE
CAPITAL PROJECT - CRITICAL
AND EMERGENCY REPAIRS:**

Resolution #0916-2035 to approve a capital project for critical and emergency repairs was presented. Mr. William Haltermann moved and Mr. Martin Smith seconded to approve the following resolution as printed. Voice vote - motion carried unanimously.

WHEREAS, Columbia-Greene Community College has requested Capital Funds from the State University Fund to make critical and emergency repairs, and

WHEREAS, the total cost of the critical and emergency repairs will not exceed \$100,000, and

WHEREAS, the sponsors will have to appropriate an amount not to exceed \$50,000 from the Capital Cost Chargeback Account to match the 50% share of \$50,000 appropriated by the State University Construction Fund, and

WHEREAS, the College has the funds available in the Capital Cost Chargeback Account for capital projects

THEREFORE BE IT RESOLVED that the Board of Trustees of Columbia-Greene Community College recommends that the sponsors appropriate an amount not to exceed \$50,000 from the Capital Cost Chargeback Account to match the 50% share of \$50,000 to be received from the State

University Construction Fund to make critical and emergency repairs.

**RESOLUTION TO APPROVE
CAPITAL PROJECT –
TRANSFORMER AND
SWITCHGEAR:**

Resolution #0916-2036 to approve a capital project for a transformer and switchgear. Mr. William Haltermann moved and Mr. Bruce Bohnsack seconded to approve the following resolution as printed. Voice vote – motion carried unanimously.

WHEREAS, Columbia-Greene Community College has requested Capital Funds from the State University Construction Fund to replace the transformer and the switchgear, and

WHEREAS, the sponsors will have to appropriate an amount not to exceed \$75,000 from the Capital Cost Chargeback Account to match the 50% share of \$75,000 appropriated by the State University Construction Fund, and

WHEREAS, the College has the funds available in the Capital Cost Chargeback Account for capital projects

THEREFORE BE IT RESOLVED that the Board of Trustees of Columbia-Greene Community College recommends that the sponsors appropriate an amount not to exceed \$75,000 from the Capital Cost Chargeback Account to match the 50% share of \$75,000 to be received from the State University Construction Fund to replace the Transformer and Switchgear.

**RESOLUTION TO ACCEPT
SUNY COMMUNITY COLLEGE
WORKFORCE DEVELOPMENT
GRANT IN THE OFFICE OF
COMMUNITY SERVICES:
PROJECT MANAGEMENT
CONCEPTS AND METHODS:**

Resolution #0916-2037 to accept the SUNY Community College Workforce Development Grant in the Office of Community Services: Project Management Concepts and Methods was presented. Ms. Barbara Slutzky 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 must approve acceptance of all grants, and

WHEREAS, the Office of Community Services has been selected by the SUNY Office of Community Colleges to administer a grant to provide employees of the Bank of Greene County with project management training in order to upgrade employee skills and increase productivity within the organization, and it is to receive a grant in the amount of \$1,296 to conduct the instruction.

THEREFORE BE IT RESOLVED that the Board of Trustees of Columbia-Greene Community College approve the receipt of this training award in the amount of \$1,296.

TRUSTEE REPORT:

Student Trustee Mercury Mason reported that recruiting is still going on for new Student Senators. He informed the Board that a focus group workshop was conducted with the Student Senate and Berkshire Community College. The topic of discussion was the feeling

of students about their communities and students being ill-prepared in high school to enter college and how that may have impacted enrollment decline.

Mercury informed that Board that he spoke at the 911 Memorial Ceremony and the great support of the College community for this event.

EXECUTIVE SESSION:

Mr. Peter O'Hara moved and Mr. Ken Wilber 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. Bruce Bohnsack moved and Mr. Phil Abitabile 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 October 17, 2016.

ADJOURNMENT:

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

CHAIRMAN

SECRETARY