

Columbia-Greene Community College

Board of Trustees

MINUTES

December 19, 2016

CALL TO ORDER:

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

ROLL CALL:

Mr. William Haltermann, Vice
Chairman

Mr. Phil Abitabile

Mr. Bruce Bohnsack

Mr. Martin Smith

Mr. Ken Wilber

Mr. Mercury Mason, Student
Trustee

Mr. James Campion, President;
Ms. Carol 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. Casey
O'Brien, Director of Institutional
Research and Assessment;
Mr. Robert Bodratti, Director of
Continuing Education;
Ms. Geralynn Demarest; Professor,
Librarian and Department

Chairperson for Library and Media Services; Ms. Cynthia White, Account Clerk, Business Office; Mr. Allen Kovler, Director of Public Relations; Ms. Joan Koweek, Director of Development and Alumni Affairs; and Mr. Michael Phippen, Professor of Transitional Studies.

PLEDGE OF ALLEGIANCE:

Vice Chairperson William Haltermann opened the Board meeting with the Pledge of Allegiance.

AGENDA:

The Agenda for the December 19, 2016 Board Meeting was presented. Mr. Bruce Bohnsack moved and Mr. Martin Smith seconded to approve the Agenda as printed. Voice vote – motion carried unanimously.

MINUTES:

The Minutes from the November 21, 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. Ken Wilber moved and Mr. Bruce Bohnsack seconded to approve Operating Warrant #11-16 in the amount of \$1,828,234.17. Voice vote – motion carried unanimously.

PRESENTATION:

Geralynn Demarest, Robert Bodratti and Cynthia White, Co-Chairs of the Strategic Planning Committee presented on the newly updated C-GCC Strategic Plan. The Plan covers the 5-year operational period, 2016-2021. The focus of the brief presentation included the Plan as a component of our institutional

effectiveness efforts at C-GCC, and how the plan is used by faculty, staff and administration to align their efforts with the six College Goals and strive to achieve ever greater student success.

Dean Carito presented a review of the purpose and process in bringing forward a new program, how it connects to strategic planning and what recent new programs have been put in place, as well as, what programming is on the horizon.

The internal process from faculty governance, to the College President, and the Board of Trustees takes place before the program moves onto external governing for approvals from the above-mentioned agencies.

New programs have seen growth in student numbers, and faculty continue to investigate more allied health, construction technology and bio-diversity programing, as well as a second on-line degree.

PRESIDENT'S REPORT:

Vice President Phyllis Carito reported that the Library hosted a book reading on November 29. Students in Composition, Creative Writing and Life Span classes attended, along with staff and faculty to hear about the process of writing a novel, "Worn Masks," published in October 2016 by Bedazzled Ink Press.

On December 1st, a "We the People" student congressional hearing was held at Brookwood Secure Facility, which offers college courses to clients. The program promotes civic

competence and responsibility, and Brookwood has been participating since 2008. For the first time this year, with the expansion of the College program to students in the Columbia Secure Center for Girls, two of the students participating were from the neighboring facility. The event was dedicated to Assistant Dean Carol Doerfer for her ongoing facilitation and support of the College program between Brookwood and the College.

December 7-9 Academic Advisors Bill Mathews and Leslie Rousseau attended a MACCA (Middle Atlantic Career Counseling Association) Conference in Lancaster, PA. The counseling advisors are dedicated to advising students beyond registering for coursework and work with our students for transfer and career direction.

Representing IAPG (Institutional Assessment Planning Group), Maya Greene attended the MSCHE (Middle States Commission of Higher Education) Conference on December 7 in Philadelphia, PA. She was able to attend different sessions and gain information to share with the campus about the direction of the new Standards, and “mature” assessment expectations.

Also, on December 7, Casey O'Brien, Director of Institutional Effectiveness attended and participated in the AIRPO Conference – the gathering of institutional research officers from across SUNY.

December 12 & 13, Associate Professor of Computer Science, Clint Mossman attended a Digital Marketing Boot Camp (Albany, NY) in preparation for the running of his new course in digital marketing this spring.

Vice President Joseph Watson reported that applications continue to be processed for Spring 2017.

Friday, January 6 will be Career Day, Admissions Staff will host students from all of our school districts and guest speakers including some of our faculty.

Recruitment and outreach efforts continue.

Krista Nevil has been appointed permanent Technical Assistant in Records and Registration.

Orientations for new students post traditional and family members will be on January 9th.

Late registration will be held on January 11th from 9:00-6:30.

Dean Watson at last month's meeting mentioned the Brown Bag Forum that were led by Assistant Professor Dawn DeFino the topics included Suicide and the other was Substance Abuse. We will be doing these and other hot topics again next semester.

Dean Watson announced that Mercury Mason and Mariah Szlachetka were selected as our two nominees for Phi Theta Kappa All-American.

Dean Watson announced that Joni Groll, RN is the new Part-time Director of Health Services/Nurse. The Nurses Office is now located in Room 316. Supported Education will be in Room 200A.

Student Activities hosted their Holiday Open House last week.

Men's Basketball, Ty Rodriguez was the NJCAA Player of the week.

President of the Day Care Board of Director's Carol Novack reported that the Columbia County Sheriff's Department just completed a CRASE (Civilian Response Active Shooter Event) Training with the staff at the Center. This is the most up-to-date training on how to respond to an emergency situation.

**RESOLUTION TO ADVERTISE
FOR BIDS FOR CLASS
SCHEDULES:**

Resolution #1216-2040 to advertise for bids for class schedules was presented. Mr. Ken Wilber moved and Mr. Bruce Bohnsack seconded to approve the following resolution as printed.

WHEREAS, the Board of Trustee of Columbia-Greene Community College must approve the advertisement of bids for purchases in excess of \$10,000, and

WHEREAS, the office of Public Relations has the need for publication of three class schedules on newsprint, and has budgeted for such services,

THEREFORE BE IT RESOLVED that the Board of Trustees of Columbia-Greene Community College agrees

with the action of the Public Relations Office and authorizes the Office of the Vice President and Dean of Administrative Services to solicit bids for the printing of Newsletters on newsprint.

**RESOLUTION TO AMEND THE
2016-2017 OPERATING
BUDGET TO RECONCILE WITH
THE THREE-MONTH REPORT:**

Resolution #1216-2041 to amend the 2016-2017 Operating Budget to reconcile with the Three-Month Report was presented. Mr. Bruce Bohnsack moved and Mr. Martin Smith seconded to approve the following 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 2016-2017 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 2016-2017 College Operating Budget by \$371,463

THEREFORE BE IT RESOLVED that the Board of Trustees hereby amends the 2016-2017 College Operating Budget in the amount of \$371,463 from \$16,725,381 to \$16,353,918.

TRUSTEE REPORT:

Student Trustee Mercury Mason reported that the recent holiday party for the students was a nice wrap up of the semester.

He also reported that the Student Senate is in the process of re-amending the Constitution.

EXECUTIVE SESSION:

Mr. Phil Abitabile moved and Mr. Peter O'Hara 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. Martin Smith 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 January 23, 2017.

ADJOURNMENT:

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

CHAIRMAN

SECRETARY

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