

Columbia-Greene Community College

Board of Trustees

MINUTES

January 23, 2017

CALL TO ORDER:

The meeting of the Board of Trustees of Columbia-Greene Community College Board of Trustees was held on January 23, 2017.

ROLL CALL:

Dr. Ned Schneier, Chairman
Mr. Peter O'Hara, Secretary
Mr. Bruce Bohnsack
Ms. Rosemary Lewis
Mr. Martin Smith

Mr. Mercury Mason, Student
Trustee

Mr. James Campion, President;
Ms. Carol Novack, Executive
Secretary to the Board of Trustees;
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; Ms. Joan Koweek,
Director of Development and Alumni
Affairs; Mr. Michael Phippen,
Professor of Transitional Studies;
Mr. Allen Kovler, Director of Public
Relations; Ms. Melissa Fandozzi,
Director of Human Resources;
Mr. Mark Miller, Technical
Assistant, Help Desk; Ms. Rachel
Kappel, Director of Admissions; and

Mr. Joseph Heroux, Manager of the Bonadio Group.

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

AGENDA: The Agenda for the January 23, 2017 was presented. Mr. Bruce Bohnsack moved and Mr. Peter O'Hara seconded to approve the Agenda as printed. Voice vote – motion carried unanimously.

MINUTES: The Minutes from the December 19, 2016 Board meeting were presented. Ms. Rosemary Lewis moved and Mr. Peter O'Hara seconded to approve the Minutes as printed. Voice vote – motion carried unanimously.

BILLS & WARRANTS: Mr. Peter O'Hara moved and Mr. Martin Smith seconded to approve the Operating Budget Warrant #12-16 in the amount of \$2,185,379.02. Voice vote – motion carried unanimously.

PRESIDENT'S REPORT: Vice President Joseph Watson began the enrollment presentation by reviewing the enrollment history and discussed the enrollment decline that all colleges are experiencing. This lead to a review on what the College is doing to prevent the decline.

Several enrollment and marketing items were discussed including making the website mobile, e-newsletter launch, online advertising and other marketing including at Hunter Mountain, expanding and enhancing diversity, other opportunities for enrollment,

collaborating with the Academic Dean and Faculty Divisions for new programs. Homeschooled population, post-traditional student outreach, the purchase of buying lists of names and addresses, implementing a Parent's page on the website, creating two marketing flyers: "We are #1", Cost of C-GCC" and enhancing Social Media platforms.

Retention was discussed as well as the top-five reasons students attend Columbia-Greene. Vice President Watson also reviewed the retention programs we have including our Mentor Programs, and other programs such as the Academic Support Center, Tutoring Program and Advising.

**RESOLUTION TO CHANGE
THE AUTHORIZED
SIGNATORIES FOR THE
COLUMBIA-GREENE
COMMUNITY TD BANK
ACCOUNTS:**

Resolution #0117-2042 to change the authorized signatories for the Columbia-Greene Community College TD Bank Accounts was presented. Mr. Martin Smith moved and Mr. Bruce Bohnsack seconded to approve the following resolution as printed. Voice vote – motion carried unanimously.

WHEREAS, Columbia-Greene Community College has funds held by TD Bank; and

WHEREAS, the authorized signatories require updating based on the retirement of Vice President/Dean of Administration, A. Joseph Matties; and

WHEREAS, the following persons are hereby authorized to sign/execute and submit all necessary documents to TD Bank as

may be required for day-to-day transaction, operation and correspondence;

James R. Champion, President
Dianne M. Topple, Acting Dean of Administration
Phyllis Carito, Vice President and Dean of Academic Affairs

THEREFORE BE IT RESOLVED that the Board of Trustees of Columbia-Greene Community College approves the action needed to update the authorized persons listed for all TD Bank accounts.

TRUSTEE REPORT:

Trustee Bruce Bohnsack suggested we advertise the College auditing policy for credit classes for seniors on a space available basis.

Chairman Schneier will be contacting Board members for a volunteer to work on the Board's part in the assessment process.

FUTURE MEETING:

The next meeting of the Board of Trustees will be held on February 27, 2017.

ADJOURNMENT:

As there was no further business, Mr. Peter O'Hara moved and Mr. Bruce Bohnsack seconded to Adjourn the meeting. Voice vote – motion carried unanimously.

CHAIRMAN

SECRETARY