

# **Columbia-Greene Community College**

## **Board of Trustees**

### **MINUTES**

**August 21, 2017**

**CALL TO ORDER:**

The meeting of the Columbia-Greene Community College Board of Trustees was held on August 21, 2017.

**ROLL CALL:**

Dr. Ned Schneier – Chairman  
Mr. Peter O’Hara – Secretary  
Mr. Phil Abitabile  
Mr. Bruce Bohnsack  
Ms. Barbara Slutzky

Ms. Sabra Simon, Student  
Trustee

Mr. James Campion, President;  
Ms. Carol Novack, Executive  
Secretary to the Board;  
Ms. Christine Perry, Clerk-Typist;  
Ms. Phyllis Carito, Vice President  
and Dean of Academic Affairs;  
Dr. Joseph Watson, Vice  
President and Dean of Students  
and Enrollment Management;  
Ms. Dianne Topple, Acting Vice  
President and Dean of  
Administration; Ms. Joan  
Koweek, Director of Development

and Alumni Affairs; Ms. Jaclyn Stevenson, Director of Public Relations; and Mr. Michael Phippen, Professor of Transitional Studies.

**PLEDGE OF ALLEGIANCE:**

Chairman Ned Schneier opened the Board Meeting with the Pledge of Allegiance.

**MOMENT OF SILENCE:**

A moment of silence was held for former Captain of the Columbia County Sheriff's Office and friend of the College Mark Leggett.

**AGENDA:**

The Agenda for the August 21, 2017 meeting was presented. Mr. Phil Abitabile moved and Mr. Peter O'Hara seconded to approve the Agenda as printed. Voice vote – motion carried unanimously.

**MINUTES:**

The Minutes of the June 19, 2017 meeting were presented. Mr. Peter O'Hara moved and Mr. Bruce Bohnsack seconded to approve the Minutes as printed. Voice vote – motion carried unanimously.

**BILLS & WARRANTS:**

Mr. Bruce Bohnsack moved and Mr. Phil Abitabile seconded to approve Operating Warrant 06-17 in the amount of \$1,244,224.99. Voice vote – motion carried unanimously.

Mr. Peter O’Hara moved and Ms. Barbara Slutzky seconded to approve Operating Warrant 07-17 in the amount of \$789,614.61.

**PRESIDENT’S REPORT:**

Vice President Carito reported that the Nursing Division has hired Assistant Professor Dari Cook-McGibbon to join the nursing faculty beginning fall 2017. Her focus will be on campus and clinical labs. She has taught as adjunct for the college and has extensive background in critical care.

On July 14, Director of Community Services, Bob Bodratti attended the Healthy Capital District initiative and subcommittee meeting in Albany, NY. He will share information on programming ideas with the Academic Dean’s ad-hoc programming committee, which will begin meeting this week.

On July 16, Toyota representatives from Japan met at Columbia-Greene to speak with the T-TEN students. They encouraged students to take advantage of their opportunity to be technicians and to work with vehicles like the new 2018 Toyota Camry, which is equipped with amazing technology. They brought a sample car and spent time going over the GPS and

Bluetooth capabilities in conjunction with smart phone technology. Toyota continues to support students working with regional dealerships.

On July 11-13 Advisors Professor Bill Mathews and Associate Professor Berne Bendel attended a workshop at Omega Institute, Rhinebeck, NY on “Connecting Emotional Intelligence and Wisdom of Awareness.” Both faculty members teach psychology classes at the College.

Vice President Joseph Watson announced that Kevin Kropp has been appointed Acting Assistant Director of Admission focusing on College in the high school students and veterans.

The Admissions Office has called pending students twice and the Vice President of Academic Affairs’ Office has assisted with the calling.

There is another Zone Registration coming up this week.

Late Registration is August 29<sup>th</sup>.

Students registered include over 400 returning students and over

350 for new Early Admit Students. There is still time to

register.

The Admissions Staff is in their summer recruitment season.

The College will be present at the Columbia County Fair and have C-GCC Day on Friday, September 1.

Other Summer Fairs and Community events we have attended included the Greene County Youth Fair, Michele DeCarlo assisted the Admissions Staff in this event. They also had a presence at Hope Rocks, Black Cultural Festival.

Dean Watson has been appointed to serve on the SUNY-Wide Advisory Diversity Board with President Champion's Endorsement.

Dean Watson distributed copies of the student planners to the Board.

Early Alert Program students are reporting to Catherine Carlson, Director of Special Services, for help.

The Mentor Program will continue this year and volunteers may call Bev Burka.

The College is holding Student-

Athlete Workshops for new and returning Athletes.

The Student of Concern Behavior Intervention Assessment Team will continue for next academic year.

August 23 is Adult Student Orientation. August 25 is New Student Orientation. Faculty will be present and we have Peer Orientation Leaders again this year.

Welcome Week events are planned for the first week of classes with the annual community BBQ on Thursday.

The 9/11 Observance will take place on Monday, September 11 at 12:30 at the Flag Pole. Rain location will be held in the Student Dining Hall.

Summer camps were successful with over 134 campers participating.

High School Summer Basketball League crowned their champions. 2017 High School Girl's Summer Basketball League winner was Greenville with the runner up Franklin Roosevelt Junior Varsity. 2017 Boy's Summer Basketball League winner was Catskill with runner-up Hudson.

C-GCC Day Care Board of Director's Chair Carol Novack reported that the Day Care Program has enrolled 36 children for the fall semester and are looking forward to the start of a new year.

President Champion attended a press conference held by the Governor's Office where a \$10,000,000 grant was awarded to the city of Hudson. He reported that the College has been awarded \$250,000 for program development and job training.

President Champion reported to the Board that both counties have passed the 2017-2018 College Operating Budget.

President Champion announced that he with key members of his staff are meeting with the Columbia County Board of Supervisors Finance Committee to work on moving forward with the Capital Budget request for \$20,000,000. The President will soon be meeting with Greene County as well.

**RESOLUTION OT APPOINT  
COLLEGE ATTORNEY:**

Resolution #0817-2053 to appoint the College Attorney was presented. Mr. Phil Abitabile moved and Mr. Peter O'Hara seconded to approve the

resolution as printed. Voice vote – motion carried unanimously.

WHEREAS, the Policies and Procedures Manual of the Board of Trustees, 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 operation deals with legal considerations needing an attorney at law, and

WHEREAS, the Board of Trustees must approve the rate(s) for legal services via resolution, and  
WHEREAS, the rates for this service are \$195 per hour for legal services for the fiscal year 2017-2018.

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

Resolution #0817-2054 to approve Area-Wide Public Information Representatives was presented. Mr. Bruce Bohnsack moved and Mr. Peter O'Hara seconded to approve the following resolution as printed. 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 2017-2018 academic year.

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

Resolution #0817-2056 to approve the financial institutions for the deposit of College funds was presented. Mr. Peter O'Hara moved and Mr. Bruce Bohnsack seconded to approve the resolution as printed. Voice vote – motion carried unanimously.

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 & 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

2017-2018 and investments of college funds will be handled on a bank by bank basis based on rate of return.

**RESOLUTION TO APPROVE  
PART-TIME HOURLY RATE  
FOR 2017-2018:**

Resolution #0817-2057 to approve part-time hourly rate for 2017-2018 was presented. Mr. Phil Abitabile moved and Mr. Peter O’Hara seconded to approve 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, 2017, 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, 2017.

**RESOLUTION TO APPROVE  
HOURLY RATE FOR  
ADJUNCT FACULTY FOR  
2017-2018:**

Resolution #0817-2058 to approve the contract hourly rate for adjunct faculty for 2017-2018 was presented. Mr. Peter O’Hara

moved and Mr. Bruce Bohnsack seconded to approve this resolution as printed with Dr. Ned Schneier voting nay. motion carried.

WHEREAS, the College has a need for adjunct faculty to assist in the institutional 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, 2017, and

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

THEREFORE BE IT RESOLVED that the Board of Trustees approves the attached contact hour schedule for the fiscal year beginning September 1, 2017.

**TRUSTEE REPORT:**

Student Trustee Sabra Simon attended her first Board meeting.

Dr. Ned Schneier reported that NYCCT has hired a new Director who has forged a relationship with the State Representatives. The President's group and the Trustees' organization are going to be working together on State Aid funding and other areas of concern for the Community

Colleges. NYCCT will be meeting in Syracuse in the fall.

Assistant for the Foundation Office Christine Perry reported that 225 tickets have been sold for the Gala.

The Trustees paused to give thanks to Carol Novack for all her years of service to the Board and the College.

Peter O’Hara suggested that the Foundation should share a financial report with the Board of Trustees at a future meeting.

**FUTURE MEETING:**

The next regular meeting of the Board of Trustees will be held on September 18, 2017.

**ADJOURNMENT:**

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

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CHAIRMAN

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SECRETARY