

## Minutes December 18, 2017

The Board of Trustees meeting of Columbia-Greene Community College was held on **December 18, 2017** on the college campus, 4400 Route 23, Hudson, NY 12534 at 5:30pm.

**Present:** Edward Schneier, Chairman; Phil Abitabile, Bruce Bohnsack, Maryanne Lee, Rosemary Lewis, Peter O'Hara, Barbara Slutzky, Kenneth Wilber

**Excused:** William Haltermann, Sabra Simon, Student Trustee

**Others** James Campion, President; Phyllis Carito, Vice President and Dean of Academic Affairs;

**Present:** Dianne Topple, Vice President and Dean of Administration; Joseph Watson, Vice President and Dean of Students and Enrollment Management; Joan Koweek, Director Development and Alumni Services; Jaclyn Stevenson, Director of Public Relations; Michael Phippen, Professor of Transitional Studies; Dawn Bucci, Assistant Director of Accounting Christine Perry, Executive Secretary to the Board

**1. The meeting was called to order at 5:30pm by Edward Schneier, Chairman**

**2. Roll Call, quorum present**

**3. Pledge of Allegiance**

**4. Request for Approval of Agenda**

**Motion:** Mr. O'Hara

**Seconded:** Mr. Abitabile

**Vote:** Yes: 7 No: 0

**Abstention(s):**   

**Resolution:**  Accepted  Rejected  Tabled

**5. Request for Approval of Minutes**

**Motion:** Mr. Bohnsack

**Seconded:** Mr. Wilber

**Vote:** Yes: 7 No: 0

**Abstention(s):**   

**Resolution:**  Accepted  Rejected  Tabled

**6. Introduction of Guests and Items from the Floor**

*Chairman Schneier welcomed the guests.*

**7. Moment of Silence**

*Gwendolyn D. Selmer was employed as the Bursar from 1980 until her retirement in 1998.*

*Simone Schaffer joined the college in 1972 and served in several administrative titles in the business office until her retirement in 1988.*

*Dr. Rhama Marikar Mustapha was the wife of Dr. Tamton Mustapha, former member Trustee*

*Catherine Ann Groden, was the wife of Greene County Administrator Shaun Groden.*

## 8. Financial Report

*Dianne Toppie, Vice President and Dean of Administration went through the financial reports including Warrant 11-17.*

## 9. Operating Warrant Approval

a. Warrant No. 11/17

**Motion:** Mr. Wilber

**Seconded:** Ms. Lewis

**Vote:** Yes: 7 No: 0

**Abstention(s):**

**Resolution:**  Accepted  Rejected  Tabled

## 10. President's Report

- *President Campion distributed to the Board a report compiled by Casey O'Brien, detailing enrollment in fall courses. Trustees asked questions about class sizes and cut off points for cancelling a class due to low enrollment. Dean Carito explained the formula and the process.*
- *President Campion distributed to the Board a report by Dean Carito on the Process to Create New Programming.*
- *The Columbia-Greene Workforce NY received the Regional Economic Development Council (REDC) consolidated funding application 7.0 award This is the 2<sup>nd</sup> year that they received this award for CDL and CDLB training. Mr. Bohnsack asked if the students in these training programs enroll in other courses at the college. Dean Carito let the Board know that they often enroll in the TASC class or college prep courses.*
- *The President asked Assistant Dean Carol Doerfer to talk about the insert from an event at Brookwood Secure. Assistant Dean Doerfer explained that on December 7, 2017 "We the People" Congressional Hearings were held at Brookwood Secure and attended by college employees, Carl Nabzony, Carol Doerfer, and Frances Winig. The program was dedicated to Dean Phyllis Carito for her support of the ongoing college program. At this event, the Brookwood students debated students from John Jay college.*
- *On December 11, 2017 Assistant Dean Doerfer and VP & Dean Carito attended a graduation ceremony at Brookwood Secure for the 7th graduate, and the first female graduate from Columbia Secure for Girls.*
- *The standards for the Middle States recertification have changed and are quite different. The Institutional Assessment Planning Group has been working on this and Casey O'Brien will be presenting a mini-self study at the January board meeting.*

## 11. Resolutions

### a. Resolution No. 1017-2067 Designating Dean Emeritus Status to Phyllis Carito

WHEREAS, the Board of Trustees of Columbia-Greene Community College at its meeting on May 27, 1986 authorized the granting of emeritus status to college administrators who have retired from the College after at least 15 years of service, who had held the title of Dean prior to retiring, and whose service had been judged exemplary, and

WHEREAS, Dean Phyllis Carito has retired from the College after 22 years of outstanding service and leadership and

WHEREAS, Dean Phyllis Carito obtained the permanent rank of Vice President and Dean in 2004 and

WHEREAS, during her employment at the College, Dean Phyllis Carito was a devoted steward of the academic integrity of the curriculum, supervisor of all academic support departments, guiding light of the faculty and

WHEREAS, Dean Phyllis Carito established an integrated program of planning, scheduling, assessment and academic program management and

WHEREAS, Dean Phyllis Carito lead the Middle States and other accreditation and reaccreditation processes to successful conclusions and

WHEREAS, during her tenure at Columbia-Greene Community College Dean Phyllis Carito earned a legacy of academic excellence and the respect of her colleagues

THEREFORE, BE IT RESOLVED that the Board of Trustees of Columbia-Greene Community College hereby bestows upon Dean Phyllis Carito the designation of Dean Emeritus (Vice President) 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 Dean Phyllis Carito being named with the designation of Dean Emeritus (Vice President) be so noted in appropriate publications of the College henceforth.

**Motion:** Ms. Slutzky      **Seconded:** Mr. Abitabile  
Yes:   7   No:   0        **Abstention(s):**  
**Resolution:**    Accepted    Rejected    Tabled

**b. Resolution No. 1017-2068 To Accept the 2017-2018 SUNY Child Care Grant**

WHEREAS, the Board of Trustees of Columbia-Greene Community College must approve acceptance of all grants, and

WHEREAS, the College has been awarded by SUNY Central Administration \$39,200.00 for the Child Care Center to be used for operating costs, and

WHEREAS, the Board of Trustees has resolved that monies for that purpose be transferred to the Columbia-Greene Community College Association, Inc.

THEREFORE, BE IT RESOLVED that the Board of Trustees of Columbia-Greene Community College approves the receipt of this grant in the amount of \$39,200.00 to assist with the operating costs of the Child Care Center during the 2017-2018 Academic Year.

**Motion:** Mr. Bohnsack      **Seconded:** Mr. O’Hara  
Yes:   7   No:   0        **Abstention(s):**  
**Resolution:**    Accepted    Rejected    Tabled

**c. Resolution No. 1017-2069 to Amend the 2017-2018 Operating Budget to Reconcile with the Three- Month Report**

WHEREAS, it is the policy of Columbia-Greene Community College to seek Board of Trustee approval when changes in the 2017-2018 Operating Budget occur and

WHEREAS, the College through a budgetary analysis has determined that the overall expenses and revenues have increased and

WHEREAS, the total sum of these dollars increased the 2017-2018 College Operating Budget by \$16,034;

THEREFORE, BE IT RESOLVED that the Board of Trustees hereby amends the 2017-2018 College Operating Budget in the amount of \$16,034 from \$16,288,440 to \$16,304,474.

**Motion:** Mr. Wilber      **Seconded:** Mr. O'Hara  
Yes:   9   No:   0        **Abstention(s):**  
**Resolution:**    Accepted    Rejected    Tabled

**d. Resolution No. 1017-2070 to Approve Bid for Emergency Critical Maintenance and Safety (SUNY Project #CO6137) Systems Upgrade: Transformer**

WHEREAS, Columbia-Greene Community College received a bid for Emergency Critical Maintenance and Safety (SUNY Project #CO6137) Systems Upgrade: Transformer, which was read aloud at 11:00am on November 28, 2017 and

WHEREAS, the bid received for this project was submitted by Mohawk Valley Utility Construction Corp. of Albany, NY for the amount of \$119,490.00 and

WHEREAS, the Board of Trustees accepts the bid submitted by Mohawk Valley Utility Construction Corp. and

THEREFORE, BE IT RESOLVED that the Board of Trustees of Columbia-Greene Community College accepts the bid from Mohawk Valley Utility Construction Corp. for the amount of \$119,490.00.

**Motion:** Ms. Lewis      **Seconded:** Mr. Abitabile  
Yes:   7   No:   0        **Abstention(s):**  
**Resolution:**    Accepted    Rejected    Tabled

**12. Trustee Reports**

*Chairman Schneier spoke about the work of the NYCCT to change the State funding formula, but at this time it is not looking like it will happen this year as the deadline to change the language in the Governor's proposed budget bill is December 31. There will be a lobbying day at the State capital in late January or early February and stressed the importance of Trustees participating in this event.*

**13. Dean Reports**

*Reports were waived this month.*

**14. New Business/Other**

*Gregg Berninger, Professor of English and member of the Curriculum committee, and William Matthews, Professor, Counselor and Department Chairperson for Advising as well as chair of the Curriculum committee spoke to the Board about proposed culinary arts and construction 1-year certificate programs. A discussion was held with a variety of*

questions raised and deliberated. The Board asked for President Campion to keep them apprised of the work of the Programming Ad Hoc Committee, and asked for a copy of their latest report.

Approval of the audit findings presented by the Office of the State Comptroller in November of 2017 for Columbia-Greene Community College and approval of the college's response to the audit findings.

**Motion:** Mr. Wilber      **Seconded:** Mr. Bohnsack  
Yes:   7   No:   0        **Abstention(s):**  
**Resolution:**     Accepted     Rejected     Tabled

#### 15. President's Travel Approval List

*Travel requests approved by President Campion were reviewed.*

#### 16. News Release Summary

*The announcement from the Public Relations Department was reviewed.*

#### 17. Announcement of the January Meeting

Monday, January 22, 2018 at 5:30pm

#### 18. Executive Session

An executive session will be called for information relating to the medical, financial, credit or employment history of a particular person or corporation or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation.

**Motion:** Ms. Lewis      **Seconded:** Mr. Bohnsack  
Yes:   7   No:   0        **Abstention(s):**  
**Resolution:**     Accepted     Rejected     Tabled  
Entered executive session at:   6:45pm  

**Motion:** Mr. O'Hara      **Seconded:** Mr. Wilber  
**Vote:** Yes:   7   No:   0        **Abstention(s):**  
**Resolution:**     Accepted     Rejected     Tabled  
Exited executive session at:   7:22pm  

#### 19. Adjournment

**Motion:** Mr. O'Hara      **Seconded:** Mr. Wilber  
**Vote:** Yes:   7   No:   0        **Abstention(s):**  
**Resolution:**     Accepted     Rejected     Tabled

Adjournment at:   7:23pm



Edward Schneier  
Chairman, Board of Trustees



Christine Perry  
Executive Secretary to the Board