

## Minutes January 22, 2018

The Board of Trustees meeting of Columbia-Greene Community College was held on **January 22, 2018** on the college campus, 4400 Route 23, Hudson, NY 12534 at 5:30 pm.

**Present:** Edward Schneier, Chairman; Bruce Bohnsack, William Haltermann, Rosemary Lewis, Peter O'Hara, Barbara Slutzky, Kenneth Wilber

**Excused:** Philip Abitabile, Maryanne Lee, Sabra Simon, Student Trustee

**Others Present:** James Campion, President; Dianne Toppie, Vice President and Dean of Administration; Joseph Watson, Vice President and Dean of Students and Enrollment Management; Carol Doerfer, Acting Vice President and Dean of Academic Affairs; Joan Koweek, Executive Director Columbia-Greene Community Foundation; Jaclyn Stevenson, Director of Public Relations; Michael Phippen, Professor of Transitional Studies; Robert Bodratti, Director of Community Services, Robert Albertson, Senior Associate Systems Network Manager, Christine Perry, Executive Secretary to the Board

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

2. **Roll Call, quorum present**

3. **Pledge of Allegiance**

4. **Request for Approval of Agenda**

<b>Motion</b>	Mr. O'Hara	<b>Seconded:</b>	Mr. Bohnsack
<b>Vote:</b>	Yes 7	No 0	Abstention(s)
<b>Resolution:</b>	<input checked="" type="checkbox"/> Accepted <input type="checkbox"/> Rejected <input type="checkbox"/> Tabled		

5. **Request for Approval of Minutes**

<b>Motion</b>	Mr. Bohnsack	<b>Seconded:</b>	Mr. Wilber
<b>Vote:</b>	Yes 6	No 0	Abstention(s) 1
<b>Resolution:</b>	<input checked="" type="checkbox"/> Accepted <input type="checkbox"/> Rejected <input type="checkbox"/> Tabled		

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

*Chairman Schneier welcomed the guests.*

**7. Financial Report**

*Dianne Topple, Vice President and Dean of Administration went through the financial reports including Warrant 12-17. Dianne complimented and thanked the entire staff in the Business office for their hard work and assistance with the Auditors.*

**8. Operating Warrant Approval**

a. Warrant No. 12/17

<b>Motion</b>	Mr. Haltermann	<b>Seconded:</b>	Mr. Bohnsack
<b>Vote:</b>	Yes 7	No 0	Abstention(s)
<b>Resolution:</b>	<input checked="" type="checkbox"/> Accepted <input type="checkbox"/> Rejected <input type="checkbox"/> Tabled		

**9. Presentation**

**Mini Self-Study** – Casey O’Brien, Director of Institutional Effectiveness

*Middle States has an entirely new way to report, with new standards. We have to meet the same standards as large private colleges and universities. Still need guidance from Middle States on terms, etc. but they have not been released. Decision made to review new standards and self-assess now for self-study in 2020, and the next review in 2022. Overall, we are in good shape with the new standards, prepared, and ahead of the curve. President Champion complimented the committee and Casey. By doing the self-study it not only provided us with information for review but also enabled us to take a pulse as to where we are. In addition it prompts people to start thinking about next review. Casey will email his power-point to the Board.*

**10. President’s Report**

- *Attended the State of the University address delivered by Chancellor Johnson in Albany.*
- *Asked Jaclyn to speak about the newsletter. Jaclyn gave each Trustee a copy of the newsletter and spoke about the updates to the product, and how it is a good vehicle especially for community members and to highlight our non-credit class offerings and community events. Jaclyn explained how she reduced the page count down a bit, increased it to 4 colors and updated the structure. There is an on-line version which you can access on our website and there will be an e-newsletter version emailed out to our listserv. Based on data the area range where we mail to has been reduced. Chose the cover because students look for other students and community colleges market themselves to the students and the person on the cover is an alum that is pretty well known. President Champion complimented Jaclyn on her work including the “Go” branding and the banners around campus. Trustee Barbara Slutsky mentioned that she did not get one in her mailbox. She lives in Hunter. Jaclyn will check to make sure we are still mailing to the Hunter area.*
- *Juried arts show is tomorrow – high school students from the local high schools display their art and it is judged by a local artist. Monetary prizes are awarded. It is a big event for the local schools and gives students a chance to exhibit in professional space. It also brings students and parents to campus.*

## 11. Resolutions

### a. Resolution No 0118-2071 to Advertise for Bids for Class Schedules

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

<b>Motion</b>	Mr. Haltermann	<b>Seconded:</b>	Ms. Lewis
<b>Vote:</b>	Yes 7	No 0	Abstention(s)

**Resolution:**  Accepted  Rejected  Tabled

## 12. Trustee Reports

- *Chairman Schneier spoke about New York Community College Trustees (NYCCT) discussions with the Governor's office about the State budget. The president of NYCCT's primary emphasis was to present a united front amongst trustees to focus on a new funding formula. Unfortunately, there was not enough positive communication with the Governor's office and the funding formula was left unchanged, despite extensive efforts by the NYCCT and others. Language in the Governor's budget bill is untouchable, only the numbers can be changed by the Legislature. There is a bill to change the formula, but it cannot be considered until after budget is adopted. There is a push to get us at least back to where we were last year, and maybe a slight increase. There has been a 14 year decrease in funding. The cut to daycare funding is particularly upsetting.*
- *Chairman Schneier does not think there will be a lobbying day this year for community college, instead trustees, and others need to talk to their local representatives and important to have students advocate to their local representative.*
- *Law passed in December that all RN will obtain a bachelor's degree in nursing within 10 years. There is a grandfather clause, however, most of our graduates that work locally will need to get their BSN. There is a bill to let 2-year colleges offer BS, but there are challenges to this. If we advocate for this bill, are we able to offer the program. President Campion is speaking to Columbia Memorial Health. Hope that this legislation does not discourage students from going into nursing, or that our graduates will cross the border to work in Connecticut or Massachusetts.*

## 13. Dean Reports

*Reports were waived this month.*

## 14. New Business/Other

*Chairman Schneier updated board on status of the potential programs discussed at the last meeting, culinary and construction tech. Establishing some type of culinary program, especially farm to table is in the master plan. In capital project funds are monies for renovation of space for new programs including the approved Construction*

*Technology/Preservation Carpentry program. We need to make sure we plan everything out and make the best use of the money. The Programming Ad Hoc Committee report was emailed to the Trustees. President Campion reminded the Board that an important part of the approval process for programs is labor market needs and student interest. He tasked The Director of Institutional Effectiveness with the demonstrated student interest piece. Mr. O'Brien conducted a survey of local high schools and had a 70% response rate from the districts. President Campion has the report but has not had a chance to drill down on the data. However, most juniors say they are going to enroll in a 4-year college and the top career choices are health care, law enforcement, teaching, and the life sciences. Number 1 career choice was health care followed by criminal justice. We need to continue to talk about transfer rates, and student successes and to promote the advantages of attending our college. The report is good news for criminal justice, as there is a renewed interest in the program amongst career bound students. The interest in teaching is also welcome news. Mr. Bohnsack asked about partnering with Questar III on the culinary or carpentry program or reaching out to other larger BOCES. President Campion answered that there have been conversations with Questar. Chairman Schneier added that part of the problem is that almost all of the businesses in the two counties want workers with more training than they are receiving, but students are resistant to go into hands-on careers. What role can we play to help businesses hire qualified employees? Looking at the data over the last 5 years, about 90 students from our two counties attended a culinary program in SUNY system. Mr. O'Hara asked about the adult population in our communities, and their interest to go into these fields.*

*Mr. Haltermann asked how does all of this fit into the Master Plan, and what about medical arts programs that were prominent in the plan. How do we decide what to go for from Master Plan? What is the data? How do we make sure that with declining enrollment and revenue, that we don't choose the wrong program and lose money? President Campion said the counties want to see programs that train people for careers as plumbers, electricians etc. Mr. Haltermann asked if there is some way to collect data on what is in the master plan? What data points do we use – local labor needs/master plan or students aspirations/master plan. Mrs. Lewis asked how many of these high school students who say they are going to 4-year college, know if that is an option for them financially? We cannot rely totally on what students report, we have to balance it with other data. Mr. Haltermann suggested using a SWOT analysis with all the data we have. Do we have data from high schools as to where students went after graduation? Does anyone use Naviance data to help define career paths for students? Do we build it and hope they will come?*

*Chairman Schneier added that it is vital that we bring together members of the business community, representatives from BOCES, faculty members and students. Is there someone on campus or a trustee who can arrange this? We need to bring these groups together. He hears from construction managers that they have people on the job that can do basic algebra or read code laws. There is a disconnect. We need community businesses to advise us, so we know what they need. Mr. Bohnsack added that we can't lose sight of the CDL program through WIO and asked if we are able to partner with them to offer courses that tie in with the program. Chairman Schneier reminded the board that there are two relatively new senior people on to President Campion's team who are getting to know their jobs, which makes the President's job that much more difficult. Institutionally how do we find the people to implement this. Needs further discussion. Mr. Haltermann suggested focusing on 3-5 areas whatever they may be and talking to people who are experts in each field. Who is going to make these calls? Need a practical solution to this to keep it moving. We don't want to make a mistake in what we invest in, there is no margin for error. This is the one and only time that this money will be available to us. Chairman Schneier added that there is faculty enthusiasm for new programs spoke again of the work of the Programming Ad Hoc Committee. There is a three-year funding window, so to have time to put things into place, we have basically 6 months to figure out in what direction to hear. President Campion said he needs guidance from the Board as how much risk they are willing to take. None of it is guaranteed, have to look at the risk to reward ratio. Mrs. Lewis suggested a review of the master plan before we keep going forward. Take the areas in the master*

*plan and hire experts in those fields named in the master plan. Mr. O'Hara said the Board curriculum committee needs to be involved.*

*Chairman Schneier read Dean Emeritus Phyllis Carito's thank you card that she sent to the Trustees.*

**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. Facility Use Report**

*The facility use report from the Community Services Office was reviewed.*

**18. Announcement of the February Meeting**

Monday, February 26, 2018 at 5:30pm

**19. Executive Session**

Discussion regarding the collective negotiations pursuant to Article 14 of the Civil Service Law (the Taylor Law)

<b>Motion</b>	Mr. Wilber	<b>Seconded:</b>	Mr. Haltermann
<b>Vote:</b>	Yes 7	No 0	Abstention(s)

**Resolution:**  Accepted  Rejected  Tabled

Entered executive session at: 6:45 pm

<b>Motion</b>	Mr. Bohnsack	<b>Seconded:</b>	Mr. Haltermann
<b>Vote:</b>	Yes 7	No 0	Abstention(s)

**Resolution:**  Accepted  Rejected  Tabled

Entered executive session at: 7:20 pm

**20. Adjournment**

**Motion** Ms. Slutzky      **Seconded:** Mr. Wilber  
**Vote:** Yes 7      No 0      Abstention(s)

**Resolution:**  Accepted  Rejected  Tabled

Adjournment at: 7:21 pm

*Edward Schneier*

Edward Schneier  
Chairman, Board of Trustees

*Christine Perry*

Christine Perry  
Executive Secretary to the Board