

# BOARD MEETING

## Minutes

### November 19, 2018

The Board of Trustees meeting of Columbia-Greene Community College was held on **November 19, 2018** on the college campus, 4400 Route 23, Hudson, NY 12534 at 3:00 pm.

**Present:** Edward Schneier, Chairman; Philip Abitabile, Rick Bianchi, Bruce Bohnsack, Allison Koskey, Maryanne Lee, Peter O’Hara, Barbara Slutzky, Deirdre Barkley, Student Trustee

**Excused:**

**Others Present:** James Campion, President; Carol Doerfer, Acting Vice President and Dean of Academic Affairs; Dianne Topple, Vice President and Dean of Administration; Joseph Watson, Vice President and Dean of Students and Enrollment Management; Joan Koweek Executive Director, Columbia-Greene Community Foundation; Jaclyn Stevenson, Director of Public Relations; Michael Phippen, Professor of Transitional Studies

1. **The meeting was called to order at 3:30 pm by Edward Schneier, Chairman**
2. **Roll Call, quorum present**
3. **Pledge of Allegiance**
4. **Request for Approval of Agenda**

<b>Motion:</b>	Ms. Lee	<b>Seconded:</b>	Mr. Bohnsack
<b>Vote:</b>	Yes 8	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 the Items in the Consent Agenda**

<b>Motion:</b>	Mr. Abitabile	<b>Seconded:</b>	Mr. O’Hara
<b>Vote:</b>	Yes 8	No 0	Abstention(s)
<b>Resolution:</b> <input checked="" type="checkbox"/> Accepted <input type="checkbox"/> Rejected <input type="checkbox"/> Tabled			

Barbara Slutzky entered meeting 3:32 pm

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

Joan Koweeck, Executive Director of the Columbia-Greene Community Foundation, Michael Phippen, Michael Phippen, Professor of Transitional Studies, representing the Faculty Council; Jaclyn Stevenson, Director of Public Relations, Christy Ward, Bursar, representing Administrative Council

President Campion introduced Mary Garafalo to the Board. She will be the new Executive Secretary when Christine Perry leaves the position on December 14, 2018.

Chairman Schneier thanked Christine Perry for her service to the Board of Trustees.

**7. Resolutions**

**a. Resolution No. 1118-2113 to Suspend Article VII, Section 20 (2) (a) of the Board Policy and Procedure Manual**

**WHEREAS**, the Board of Trustees of Columbia-Greene Community College is empowered to adopt and amend general policies for the operation of the College, and

**WHEREAS**, the Board Policy and Procedure Manual has been adopted by the Board of Trustees,

**THEREFORE, BE IT RESOLVED** that the Board of Trustees approve a motion to suspend Article VII Section 20 (2) (a) of the Board Policy Manual to consider Emeritus status (posthumously) for Kenneth Wilber.

<b>Motion:</b>	Ms. Lee	<b>Seconded:</b>	Ms. Slutzky
<b>Vote:</b>	Yes 9	No 0	Abstention(s)
<b>Resolution:</b> <input checked="" type="checkbox"/> Accepted <input type="checkbox"/> Rejected <input type="checkbox"/> Tabled			

**b. Resolution No. 1118-2114 Designating Trustee Emeritus Status (Posthumous) to Kenneth Wilber**

**WHEREAS**, the Board of Trustees of Columbia-Greene Community College at its meeting on May 27, 1986 authorized the granting of Emeritus status to Trustees whose service had been judged exemplary, and

**WHEREAS**, Kenneth Wilber served with distinction as a member of the Columbia-Greene Community College Board of Trustees

**WHEREAS**, Kenneth Wilber made significant contributions to the educational and cultural well-being of the citizens of Columbia and Greene counties

**THEREFORE, BE IT RESOLVED** that the Board of Trustees of Columbia-Greene Community College hereby bestows upon Kenneth Wilber the designation of Trustee Emeritus effective upon passage of this resolution with all the rights, privileges, and honors thereto pertaining, and

**BE IT FURTHER RESOLVED** that the Board of Trustees of Columbia-Greene Community College directs that Kenneth Wilber’s name with the designation Trustee Emeritus be so noted in appropriate publications of the College henceforth.

<b>Motion:</b>	Ms. Slutzky	<b>Seconded:</b>	Mr. Abitabile
<b>Vote:</b>	Yes 9	No 0	Abstention(s)
<b>Resolution:</b> <input checked="" type="checkbox"/> Accepted <input type="checkbox"/> Rejected <input type="checkbox"/> Tabled			

*Members of the Board and President Campion spoke fondly of Mr. Wilber and the contributions he made to the Board and to the college. He will be greatly missed.*

## 8. President’s Report

*President Campion introduced Mr. Bianchi. He was chosen to fill the position left open by the passing of Mr. Wilber. The Board welcomed Mr. Bianchi and noted that he is also the president of the Columbia-Greene Community Foundation Board. President Campion yielded his time to Jaclyn Stevenson to show the new television commercial promoting the college.*

*-Ms. Stevenson played commercial, and noted that Glen wheeler, who a drone artist filmed the overhead views and Lance Wheeler did the ground video and the photos. It is considered a “donut” in the marketing world, which means can add either a beginning or an end to advertise special events. The Board commended Ms. Stevenson on a job well done and President Campion thanked her for all of her work. He let the Board know that Ms. Stevenson and he have been involved in the C5 group, which is the Capital Community College Career Coalition, a collaborative effort of Columbia-Greene Community College, Fulton-Montgomery Community College, Hudson Valley Community College, SUNY Adirondack and SUNY Schenectady County Community College, which aims to create new career pathways for Capital Region residents by identifying skill gaps, strengthening partnerships with local businesses, and developing new relationships between the colleges and workforce development entities.*

*-UAlbany convened a meeting with all 21 capital district colleges, to look at how can all of the colleges collaborate to address economic issues, retention of graduates in the area for employment etc. It was a productive meeting and there will be a follow-up in the spring.*

*-Vice Chairman Merryll Tisch, and Johanna Duncan Poitier visited the campus. They met with me and the Deans and Assistant Deans for a bit and then met with several students. We had a good discussion*

*around moving to a base aid funding formula and nice and they both are agree the formula has to change. Their main focus was speaking to students and we had a nice cross-section of our student population. It was a welcome and positive visit.*

## **9. Trustee Reports**

*-Mr. O'Hara is the chair of the presidential search committee. He shared with the Board the committee's projected time line, and the material provided to the committee by the SUNY Chancellor's office. He thanked Assistant Dean, Casey O'Brien for his work in organizing the committee and putting together the timeline, and the RFP. The search committee is faculty heavy although there is staff representation as well as representatives from each county. There will be a search committee meeting on the November 28 in which the Chancellor will be addressing the search committee through SKYPE. The RFP will be sent out to 6 search firms. The search firm will recommend qualified candidates to the search committee. There will be a resolution to appoint a search firm at the December board meeting.*

*-Ms. Barkley reported that the Pop-ups for November included a Day of the Dead themed event and a kickball game. Students really like and participate in the pop-up events. The Thanksgiving dinner on November 15, went incredibly well, with 381 dinners served. Higher turn-out than last year, and this year 4 nursing students volunteered alongside staff to serve the dinner. The Veteran's Day ceremony on November 8 was well attended and the guest speaker was well received. The ceremony was followed by a complimentary lunch for Veterans.*

## **10. Dean Reports**

Vice President and Dean of Administration Dianne Topple reported:

*The renovations in the Arts Building are moving along quite well. Should see the beginnings of the structure of the new storage building go up in the next week or so. The weather has been less than cooperative, however the work on the site for the new building is progressing. Concrete is to be poured before winter sets in. There is a construction meeting every 2 weeks. The official groundbreaking is scheduled for Monday November 26 at 10:00 am. Mr. Abitabile will be representing the board as chair of the site committee. Also scheduled to attend are Rebecca Goldstein from SUNY, Jeff Anderson from JMZ, Matt Murell from Columbia County and Mike Bulich from Greene County. Mr. O'Hara asked if we are asking the Times Union to cover this as well as the other local papers. Ms. Stevenson is in contact with both the TU and the Albany Business Review. On December 4, a meeting will be held with JMZ to start the next phase of the project. The kick-off for the conversion to Banner is on December 13 and 14. Representatives from Ellucian, SUNY and SICAS will be here.*

*-Dean Topple noted that the budget reports and the internal claim report are in their board packet for their review.*

Acting Vice President and Dean of Academic Affairs, Carol Doerfer reported:

*-The College received the first round of baseline funding for SUNY Open Educational Resources for the 2018-19 academic year. We are currently working on the process of being able to code OER courses, so they can be included in our (SUNY Institutional Research Information System) SIRIS report. We will also be working to develop a campus OER Sustainability Plan which is due by April 15, 2019.*

*-We have received notice the Automotive Technology Program, College-Based and Toyota T-TEN, have completed their final review in the renewal process of certification with the ASE (Automotive Service Excellence) Education Foundation (formerly NATEF). The re-accreditation process began last*

*year with a self-evaluation and culminated in a final review of both programs by five reviewers led by the Evaluation Team Leader assigned by ASE.*

*-10/16 Twenty-six students from Ulster BOCES visited college to meet with automotive faculty and students. C-GCC T-TEN students gave demonstrations on electrical diagnosis, first year general program students did an alignment, and second year students diagnosed a misfire using the OTC Evolve Scan Tool and Diagnosis and electrical fault in the electrical circuit. Students were also given an information session and tours by Admissions staff. Lunch was served, and students had the opportunity to meet with current C-GCC students who came to us from Ulster BOCES.*

*-10/16 Dr. Mary-Teresa Heath attended the CTEA Best Practices Conference in Albany.*

*-10/17-10/18 Associate Professor of Criminal Justice Bill DeLuca and Associate Professor of Criminal Justice and Sociology Frankie Beaver-Timmons attended the Criminal Justice Educators Association of NYS Conference in Saratoga. A group of criminal justice students attended the second day of the conference. At this conference, Mr. DeLuca was presented with the Richard Lewis Award in recognition of excellence of leadership in operations and policy for the Association and in New York State Higher Education. Bill served as president of the Association from 2016-2017 and was a member of the executive committee for four years prior.*

*-10/17 Associate Professor of Human Services Dawn DeFino, along with six Human Services students, attended the Youth Power Conference at the Capital Center in Albany. This event was sponsored by the Albany and Rensselaer County Sheriff's Departments and Department of Health and Human Services; it focused on resources available in the Capital District and Hudson Valley to assist with education, prevention, and intervention in the current national addiction crisis.*

*-10/18 Laura Kaufman Art Gallery Opening*

*-10/23 Assistant Professor of Biological Sciences Dr. Rebecca Pinder attended the Watershed Alliance Conference in Hyde Park.*

*-10/24 Assistant Professor of History Nicole Childrose attended the SUNY Council on Assessment Conference at Fulton-Montgomery Community College.*

*-10/25 Eighty students from Greenville High School participated in a Group Dynamics/Team-Building event. Director of Community Services Bob Bodratti planned the event. A series of small- and large-group activities were planned, led by Berne Bendel, Patty Fitzgerald, Amanda Karch, Kevin Kropp, Marc Miller, and Nick Dyer.*

*-10/25-10/26 Associate Professor of Criminal Justice and Sociology Frankie Beaver-Timmons, Associate Professor of Education/Psychology Berne Bendel, Associate Professor of Psychology/Sociology Barbie Shaffer and Director of Academic Support Center Dr. Mary-Teresa Heath attended the SUNY Student Success Network Summit in Albany. The summit focused on developing and strengthening academic and support pathways that promote student access, success and completion.*

*-10/25-10/26 Professor of Nursing Dawn Wrigley attended the Council of Associate Degree Nursing in NYS fall meeting in Albany.*

*-10/25 The College's Conservation Club held a Local Harvest Awareness Fair. Featuring local vendors, this event gave the College community the opportunity to meet and support some of our local farms and artisans.*

*-10/25 A group of 30 eight-grade students from Hyde Park visited the Library. Librarian John Santana gave them a presentation of library services, including the introduction of a hoax website and showing students how to assess it for credibility (or not).*

*-10/29 Professor of Fine Arts Steve Careau participated in an Assessment of the Major external program review process at Hudson Valley Community College.*

- 11/01-11/01 Assistant Professor of Biological Sciences Dr. Rebecca Pinder was invited to attend the International Workshop on Invasive Earthworm Ecology at Colgate University.
- 11/04-11/18 Adjunct Professor of Music Malcolm Cecil attended the Alberta Electronic Music Conference in Calgary. Cecil, co-creator of TONTO, one of the world's largest analog synthesizers, delivered lectures and demonstrations of the instrument and hosted a screening of "Phantom of the Paradise," a movie in which TONTO appeared.
- 11/05-11/06 Associate Professor of Criminal Justice Bill DeLuca attended the NYS Division of Criminal Justice Services Use of Force Refresher Training in Orange County.
- 11/16 Associate Professor of Education/Psychology Berne Bendel attended the Multicultural Education Conference held at SUNY New Paltz. This year's topic was "Together! Listen, Education, Advocate: Diverse Voices United for Democratic Schools."

Vice President and Dean of Students and Enrollment Management Joseph Watson reported:

- Applications continue to be processed for Spring 2019, Applications at -29% and Accepts -33% compared to last year at this time.
- We have a marketing and office communication plan to call and reach out to each pending student.
- Recruitment and outreach continue. Working with Jaclyn Stevenson on best ways to reach out to students.
- Fall Open House was a success. Thank you to everyone who helped Admissions make it a success.
- Yard Sticks that were made to promote our new construction technology program were given to each board member. They are very popular. Admissions Counselor Marc Miller is the point person for the recruitment for this program.
- The annual Thanksgiving Dinner was held this past Thursday, it was a huge success. Thanks to everyone who helped.
- The Student Life Committee collected food, recyclables and monetary donations during Thanksgiving Dinner. The recyclables are brought to Hannaford where a Clynk account has been set up. Dean Watson noted Christy Ward's work with the food pantry. She told the Board that the personal care and baby products, especially diapers are items that are needed by our students. The money from the Clynk account help to buy items for the food pantry.
- The men's basketball team went 1 for 1 this past weekend during the Goldberg Classic. We hosted several teams, and it went very well. A thank you to everyone who athletics with putting on this event.
- The kids trick or treated around campus, which was enjoyed by all. Their wreath fundraiser is now going on.
- The college is a sponsor of the Girls World Expo at the Desmond in Albany on December 9. Our sponsorship helped to buy tickets for those who would not be able to attend otherwise. Jaclyn Stevenson will have an update at the December meeting.

## **11. New Business/Other**

- Discussion of time for the December board meeting. Most board members like the 3:30 start time for meetings.
- Finance Committee Dates – the schedule was distributed to Board members, and Dean Topple reviewed. She informed the Board that the warrant, the budget reports, and the internal claims audit report will be part of board meeting packet. As always please contact her with any questions.

-Chairman Schneier stressed the need for advocacy this year around the base aid funding formula. Crucial that Trustees be part of the push to get this on the floor of the legislature for real discussion and consideration. Chairman Schneier is also working with NYCCT on the pending governor trustee appointments.

-Chairman Schneier went over the updates to the committees. Ms. Lee has agreed to chair the Finance Committee, and Mr. Bianchi is now a member of the Finance committee.

-Chairman Schneier spoke about the AAA plan that he sent out to the board for their review and comment. All agreed okay as is. Will be sent to Casey O'Brien.

## 12. President's Travel Approval List

*The list was reviewed*

## 13. News Release Summary

*The summary was reviewed*

## 14. Facility Use Report

*The report was reviewed*

## 15. Announcement of the December Meeting

*Monday, December 17, 2018 at 3:30 pm. There will be a finance meeting followed by the regular board meeting.*

## 16. Executive Session

To discuss 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;

<b>Motion:</b>	Ms. Slutzky	<b>Seconded:</b>	Ms. Lee
<b>Vote:</b>	Yes 9	No 0	Abstention(s)
<b>Resolution:</b> <input checked="" type="checkbox"/> Accepted <input type="checkbox"/> Rejected <input type="checkbox"/> Tabled			
<b>Entered Executive Session at: 5:00 pm</b>			

<b>Motion:</b>	Mr. Abitabile	<b>Seconded:</b>	Mr. Bohnsack
<b>Vote:</b>	Yes 9	No	Abstention(s)
<b>Resolution:</b> <input checked="" type="checkbox"/> Accepted <input type="checkbox"/> Rejected <input type="checkbox"/> Tabled			
<b>Exited Executive Session at: 5:10 pm</b>			

**17. Adjournment**

<b>Motion:</b>	Mr. Abitabile	<b>Seconded:</b>	Mr. Bohnsack
<b>Vote:</b>	Yes 9	No	Abstention(s)
<b>Resolution:</b> <input checked="" type="checkbox"/> Accepted <input type="checkbox"/> Rejected <input type="checkbox"/> Tabled			
<b>Adjournment at: 5:10 pm</b>			

*Edward Schneier*

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Edward Schneier,  
Chairman, Board of Trustees

*Christine Perry*

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Christine Perry  
Executive Secretary

## **Consent Agenda**

**November 19, 2018**

**Approval of the Minutes from the October 15, 2018 Board Meeting**

**Approval of the Minutes from the October 30, 2018 Board Meeting**

**Approval of the Minutes from the October 15, 2018 Finance Committee Meeting**

**Operating Warrant Approval**

- a. Warrant No. 10-18

**Capital Fund Expenditures**

- a. Warrant No. 4, Renovations and Improvements C06138