

BOARD MEETING

Minutes

January 28, 2019

The Board of Trustees meeting of Columbia-Greene Community College was held on **January 28, 2019** on the college campus, 4400 Route 23 Hudson, NY, 12534 at 4:00 p.m.

PRESENT: Edward Schneier, Chairman, Philip Abitabile, Allison Koskey, MaryAnne Lee, Peter O’Hara, and Rick Bianchi

EXCUSED: Bruce Bohnsack, Barbara Slutzy and Deirdre Barkley

OTHER PRESENT: James Campion, President, Carol Doerfer, Assistant Dean of Academic Affairs; George Timmons, 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; Jaclyn Stevenson; Director of Public Relations; Michael Phippen, Professor of Transitional Studies, Dawn Bucci, Assistant Director of Accounting; Casey O’Brien, Assistant Dean of Planning and Institutional Effectiveness, Matthew Kenny, Professor of Biological Sciences.

1. **The meeting was called to order at 4:00 pm by Edward Schneier, Chairman**
2. **Roll Call, quorum present**
3. **Pledge of Allegiance**
4. **Request for Approval of Agenda**

Motion:	Mr. O’Hara	Seconded:	Ms. Lee
Vote:	Yes 6	No	Abstention(s)
Resolution: <input checked="" type="checkbox"/> Accepted <input type="checkbox"/> Rejected <input type="checkbox"/> Tabled			

5. Request for Approval of the Items in the Consent Agenda

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

6. Introduction of Guests and Items from the Floor

Joan Koweek, Executive Director of the Columbia-Greene Community Foundation; Michael Phippen, Professor of Transitional Studies, representing the Faculty Council, Jaclyn Stevenson, Director of Public Relations; Dawn Bucci, Assistant Director of Accounting, representing Administrative Council; Casey O’Brien, Assistant Dean of Planning and Institutional Effectiveness, representing Administrative Council; Matthew Kenny, Professor of Biological Sciences, representing Faculty Council.

7. Moment of Silence

Mr. Paul Proper Sr– was a retired Sheriff, from the Columbia County Sheriff’s Office. He was a great supporter of our campus community and will be missed by those who knew him.

8. Resolutions

Resolution No. 0119-2117 to Accept A Donation of a Refrigerator

WHEREAS, the Board of Trustees of Columbia-Greene Community College must approve acceptance of gifts and donations and,

WHEREAS, Cornell Cooperative Extension has offered to donate a refrigerator from a grant they received for our “Grab ‘N Go” pantry, and,

WHEREAS, the College is honored to accept this donation.

THEREFORE, BE IT RESOLVED that the Board of Trustees of Columbia-Greene Community College approve the acceptance of this donation and thank Becky Polmateer from Cornell Cooperative Extension.

Motion:	Mr. Abitabile	Seconded:	Ms. Lee
Vote:	Yes 6	No	Abstention(s)
Resolution: <input checked="" type="checkbox"/> Accepted <input type="checkbox"/> Rejected <input type="checkbox"/> Tabled			

9. President's Report

- A thank you note was received by the President from Jeanette Wilbur, thanking the college for the continued support to her family and the acknowledgement of Ken's emeriti status.
- President Campion is planning on attending the State of the University address and meeting with Congressman Tonko and the C-5 committee, this Thursday.
- Jaclyn Stevenson gave an update on marketing and public relations. She is keeping an eye on earned public media, as well as, digital presence in social media. Our website traffic is up 58% and hoping to continue to keep growing.
- A meeting was held with the Greene County Economic Development and a discussion of economics and tourism was discussed.
- Superintendent Gladys Cruz, visited the campus and had a discussion of upcoming initiatives and partnerships.
- We are promoting the new building – our focus is to get people aware of the new program.

10. Trustee Reports

- Vice Chairman O'Hara reported the search for the President has begun. A full profile of the search is on our website. The deadline for applications is February 22, 2019.
- An official letter was received on the announcement of President Campion retiring on July 5th.
- Chairman Schneier attended the testimony of the Chancellor's hearing. The Chancellor repeated her support on the based aid formula, during her testimony. The Trustees Association will continue to advocate for the formula change.

11. Dean Reports

Vice President and Dean of Academic Affairs, George Timmons reported:

- 1/7-1/11 Automotive instructor Michael Trimarchi attended T-TEN Instructor Regional Training Event at Monroe Community College in Rochester.
- 1/9-10 & 16 Seven students, recommended by faculty, completed a three-day CoGreene Career Institute held on campus during the intercession. Students participated in workshops and activities focusing on topics identified by local employers as being important to them. Local professionals, including College employees, presented on topics such as: "Professionalism Matters," "Developing Positive Work Relationships", "Working Your Way through Conflicts," "Getting Ahead with a Customer Service Mindset," and more. Students will receive a micro-credential notation on their transcripts.
- 1/15 Faculty were trained in the administration of Narcan at their January meeting. They had requested this; working with Director of Health Services Joni Groll, we arranged for staff from Greener Pathways to provide the training.
- 1/17 The first graduation ceremony for our students at Greene Correctional Facility (GCF) was held at the facility. As you know from past meetings, beginning with the Fall 2017 semester, we entered into an agreement with Hudson Link and the Department of Corrections and Community Services (DOCCS) to offer the opportunity for students at Greene to earn their Associate's Degrees. A number of faculty, administrators, and staff attended the ceremony.

Thirteen students were recognized for their academic accomplishments, including eight who achieved high honors and two who achieved honors designations. There were two student speakers who gave very inspiring speeches. Sean Pica, Executive Director of Hudson Link, was the commencement speaker. This semester at GCF, we are offering ten sections of classes.

-1/22 Reception for the 23rd annual Juried Art Show was held in the Foundation Gallery. Sixteen students from area high schools were chosen by their art teachers to display their work.

Organized by Foundation Gallery Director Yura Adams, Kate Menconerl, curator at the Thomas Cole National Historic Site, was the juror. Monetary prizes were awarded for First, Second, Third, and Honorable Mention, as well as a Director's Award.

-Professor of Fine Arts Steve Careau retired at the end of the Fall 2018 semester. Currently, his courses are being taught by adjunct instructors.

-We will be advertising for the Construction Technology faculty and lab tech positions. The plan is to have the faculty member on board by the beginning of summer so there will be time to get the classroom/labs set up and ready to go for September.

-We will also be holding a search for a full-time, tenure-track position in the Science area to replace a faculty member who resigned last August. This semester, the position is being filled with a full-time, temporary appointment.

-Associate Professor Barbie Shaffer, along with identified students from her classes, will be participating in the fourth annual SUNY Undergraduate Research Conference to be held at Adirondack Community College on April 26. This is a great opportunity for our students to present the results of their research projects.

-We are continuing our work with SUNY Open Educational and Micro-Credentialing initiatives. We have also indicated our interest in participating in SUNY's Strong Start to Finish grant. SUNY will provide up to \$20,000 in campus innovation funds over the next two years, as well as extra technical assistance and professional development opportunities, to help colleges support students in their gateway Math and English courses. Another initiative we'll be part of is the NYS Student Success Center Coaching Academy. Associate Professor Dawn-Marie Blasl is applying to become a Peer Mentor Coach as part of this plan to develop leaders who will create and sustain institutional change to enhance student success and completion.

-President Campion has allowed me several opportunities to attend meetings and speak on his behalf, as a way of introducing me to the College community.

-As part of my 90-day immersion, I have met with 13 out of 44 scheduled meetings (Vice Presidents, Faculty Chairs and direct reports) to gain a better understanding of the College's culture.

-The Academic Dean's Office is in the early stages of gathering data to inform new program development and program enhancement.

-With upcoming retirements, we will be working on replacement strategies.

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

- Late Registration was on January 16th. We had a very good and steady day that resulted in students adding classes until today.
- This year we did more with less: Admissions Applications and acceptances (down 14% from last year). We are up +15 full time students head count.
- We have 235 college in the high school applications and the deadline is this week.
- New Student, Family and Adult Student Orientations occurred on January 14th. Thank you to everyone who was involved.
- Students who did not attend the live orientations will have to complete our online orientation. The deadline for this is February 11th.
- Today is the last day to add a class.
- Verification will begin, tomorrow.
- Ann Bruno and Krista Nevil and have completed the College Source training of TES software and have received our Basic TES Certification. The TES Certification course is an intensive 2-day, online training workshop that utilizes hands-on instruction and training exercises to master the wide-range of functionality within TES. Our certification is good though the year 2020 and is renewable. We look forward to using the tools to better facilitate our transfer credit evaluation process.
- SUNY Financial Aid Day was this past Saturday. Our Financial Aid Staff was available is assist families through the process.
- Several new employees have volunteered to be a Mentor to new and/or returning Spring 2019 students. These students have been identified (or self-identified) as a person who needs some assistance in navigating the College and are assigned a Mentor.
- Men's Basketball continues to play on.
- Coaches VS Cancer was held this weekend. There were numerus high schools who attended. Our Athletic Department had hosted this event, and the Admissions Office had an information table.

Vice President and Dean of Administration, Dianne Topple reported:

- Reviewed the Internal Claims Audit report

12. New Business/Other

Discussion of time for the February board meeting.

President Campion reminded trustees of the importance of their attendance on the June 17th meeting. A quorum is needed, for the passing of the budget.

13. President's Travel Approval List

The list was reviewed

14. News Release Summary

The summary was reviewed

15. Facility Use Report

The report was reviewed

16. Announcement of the February Meeting

Monday, February 25, 2019 at 3:30 pm

17. 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;

Motion:	Mr. Abitable	Seconded:	Mr. Bianchi
Vote:	Yes 6	No	Abstention(s)
Resolution: <input checked="" type="checkbox"/> Accepted <input type="checkbox"/> Rejected <input type="checkbox"/> Tabled			
Entered Executive Session at: 4:50 pm			

Motion:	Ms. Lee	Seconded:	Mr. Bianchi
Vote:	Yes 6	No	Abstention(s)
Resolution: <input checked="" type="checkbox"/> Accepted <input type="checkbox"/> Rejected <input type="checkbox"/> Tabled			
Exited Executive Session at: 5:21 pm			

18. Adjournment

Motion:	Ms. Lee	Seconded:	Mr. Bianchi
Vote:	Yes 6	No	Abstention(s)
Resolution: <input checked="" type="checkbox"/> Accepted <input type="checkbox"/> Rejected <input type="checkbox"/> Tabled			
Adjournment at: 5:21 pm			

Edward Schneier

Edward Schneier
Chairman, Board of Trustees

Mary Garafalo

Mary Garafalo
Executive Secretary

Consent Agenda

January 28, 2019

Approval of the Minutes from the December 17, 2018 Board Meeting

Operating Warrant Approval

- a. Warrant No. 12-18

Capital Fund Expenditures

- a. Warrant No. 6, Renovations and Improvements C06138