

# BOARD MEETING

## Minutes March 18, 2019

The Board of Trustees of Columbia-Greene Community College was held on **March 18, 2019** on the college campus, 4400 Route 23 Hudson, NY, 12534 at 4:00 p.m.

**Present:** Ned Schneier, Chairman; Peter O’Hara, Vice Chairman; Allison Koskey; Rick Bianchi; Phil Abitabile, Barbara Slutzky, and Deirdre Barkley, Student Trustee

**Excused:** Maryann Lee and Bruce Bohnsack

**Others Present:** James Campion, President; George Timmons, Vice President and Dean of Academic Affairs; Joseph Watson, Vice President and Dean of Students and Enrollment Management; Dianne Topple, Vice President and Dean of Administration; Jaclyn Stevenson, Director of Public Relations and representative of Administrative Council; Diane Johnson, Associate Professor, Counselor, Career Development/Advisor; and Gregg Berninger, Professor of English.

1. **Call to Order**, 4:00 p.m.
2. **Roll Call**, quorum present
3. **Pledge of Allegiance**
4. **Request for Approval of Agenda**

<b>Motion:</b>	Ms. Slutzky	<b>Seconded:</b>	Mr. Abitabile
<b>Vote:</b>	Yes 7	No	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. O’Hara	<b>Seconded:</b>	Ms. Slutzky
<b>Vote:</b>	Yes 7	No	Abstention(s)
<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**

Michael Phippen, Professor of Transitional Studies, Director of Honors Studies Program and representative of Faculty Council; Jaclyn Stevenson, Director of Public Relations and representative of Administrative Council; Diane Johnson, Associate Professor, Counselor, Career Development/Advisor and Faculty Association representative; Gregg Berninger, Professor of English; Steven Careau, Professor of Emeritus of Fine Arts and Rachel Careau.

**7. Moment of Silence**

*Mr. Thomas Powers, Professor Emeritus retired from CGCC in 1998 after 30 years of teaching mathematics. Professor Powers was a well-respected faculty member and was most popular in the local communities.*

*Hilda Hendler a CGCC Alumni, retired from the Office of Employment and Training after 16 years of dedicated service as an Assistant Director for Employability Development. She was an active member in the community, with her love of dance and theatre.*

**8. Resolution**

**a. Resolution No. 0319-2118 Designation Professor Emeritus Status to Steven Careau**

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

**WHEREAS**, Professor Steven G. Careau has retired from the College after over a quarter century of outstanding service, and

**WHEREAS**, Professor Steven G. Careau obtained the rank of full Professor and

**WHEREAS**, during his employment at the College, Professor Steven G. Careau served on college committees, developed new courses, curated art exhibits, published scholarly works, coordinated department activities, mentored students who achieved recognition in SUNY competitions, received the SUNY Chancellor’s Award for Excellence in Teaching, and inspired countless aspiring artists.

**THEREFORE, BE IT RESOLVED** that the Board of Trustees of Columbia-Greene Community College hereby bestows upon Steven G. Careau the designation of Professor Emeritus 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 Steven G. Careau being named with the designation of Professor Emeritus be so noted in appropriate publications of the College henceforth.

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

**b. Resolution No. 0319-2119 to Approve the Sexual Harassment Response and Prevention Policy**

**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, and

**WHEREAS**, the State University of New York is requiring the college to adopt the uniform Sexual Harassment Policy

**THEREFORE, BE IT RESOLVED** that the Board of Trustees adopts the attached revised Sexual Harassment Response and Prevention Policy.

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

**c. Resolution No. 0319-2120 on the Approval of Sabbatical, Tenure and Promotion**

**WHEREAS**, it is the policy of Columbia-Greene Community College to seek Board of Trustee approval for recommendations for Sabbatical, Tenure and Promotion for College faculty, and

**WHEREAS**, request has been made for approval of the following promotion, tenure and sabbatical recommendations, effective September 1, 2019, in accordance with Article XI of the Faculty Association contract,

**THEREFORE, BE IT RESOLVED** that the following recommendations for promotion, tenure and sabbatical be approved.

From Instructor to Assistant Professor

**John Santana, Reference and Circulation Librarian, Library**

From Assistant Professor to Associate Professor

**Nicole Childrose, Assistant Professor of History**

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

Tenure:

**Jessica Curley, Instructor of Medical Assisting**  
**Ryan McCann, Assistant Professor of Mathematics**  
**Rebecca Pinder, Assistant Professor of Biological Sciences**  
**Marjorie Reilly, Assistant Professor of Nursing**  
**John Santana, Instructor, Reference and Circulation Librarian**

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

**d. Resolution No. 0319-2121 to Accept a Vehicle Donation to the Automotive Program**

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

**WHEREAS**, one vehicle has been donated by the Columbia County Sheriff's Office to be used in the Automotive Program at Columbia-Greene Community College,

**THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Columbia-Greene Community College approves the acceptance of one vehicle, a 2012 Chevy Impala, from the Columbia County Sheriff's Office for use in the Automotive Program. (Attachment)

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

**9. President's Report**

*Sabbatical Report – Diane Johnson*

*Associate Professor, Diane Johnson presented a report to the Board on her sabbatical in the Fall of 2018. The sabbatical was for her to obtain the Certified Career Counselor credential through the National Career Development Association, which she successful completed.*

*Ms. Johnson feels she will be able to enhance the quality of career counseling to students and to help give students a foundation to make career decisions.*

*She thanked CGCC and especially her colleagues, for the privilege to complete this training, to better serve our students.*

*President Campion:*

The Governor's budget there was no increase in FTE funding. The Assembly had a \$100 FTE increase or 98% of this year budgeted base aid. The Senate had an increase in \$50 in FTE.

## **10. Trustee Reports**

*Chairman Schneier will be meeting with Senator Toby Stavisky to discuss based aid funding. He also stated that TAP assistance to only full-time students may be changing.*

*Student Trustee, Deirdre Barkley reported recent events on campus:*

*-February 28 was a gamer day. This was the first time this event was held, and it was quite successful. The gamer day was sponsored by Pepsi.*

*-March 4-7 - was spirit week. Many students, faculty and staff participated; it was an enjoyable week of the CGCC spirit.*

*-March 7 – Celebration of New Orleans, a Mardi Gras day!*

## **11. Vice President's Reports**

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

*-The Alumni Ambassador Breakfast Program kicked off this Thursday, with 10 Alumni attending. The purpose of this program is to have most recent successful alumni, help promote the college with outreach activities.*

*-Career Day/College Night both will be held this Friday, March 22. Career Day will be from 9:00am-1:00pm and College Night will be from 6:00pm-8:30pm, with over 40 colleges and universities represented.*

*-Construction Technology Information Session Kick off is March 29.*

*-Joni Groll, Health Services organized another Narcan training for employees. She will also be attending the Columbia Greene Addiction Coalition meeting on this Friday, March 22. Joni also will be attended a training for Opioid Recovery Coach Training.*

*-The Men's Basketball team will be playing Herkimer for first round of the playoffs. Members of the CGCC community were present to cheer them on.*

*-Nick Dyer, our acting Director of Athletics, attended the Region III NJCAA conference in Syracuse, NY.*

*-Mascot Madness begins next week, with our own Rip as a contender. More details to come.*

*-Student Senate sponsored a very well received spirit week.*

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

*-February 28 - "#Get Ticked Off" – a panel discussion on the growing dangers of Lyme Disease and other tick-borne diseases was held in the Arts Center Theatre. NYS Assembly - member Didi Barrett is the founder of the #Get Ticked Off public outreach campaign. She was joined by Dr. Kenneth Liegner, leading Lyme physician and author of *In the Crucible of Chronic Lyme Disease* and Mary Beth Pfeiffer, Hudson Valley writer and author of *Lyme: The First Epidemic of Climate Change*. Both books are available in our Library. The Conservation Club sold refreshments as a fundraiser for the Club.*

*-The College's Alpha Epsilon Xi Chapter of the Phi Theta Kappa Honor Society was recognized with a Reach Reward for excellence in recruitment efforts for 2018. Our acceptance rate was 28% as compared to 15.5% in our region, 14.6% in our division, and 14.4% internationally. As part of this recognition, we will receive a few free graduation stoles. Faculty Co-Advisors are Dawn Holsapple, Ryan McCann, and Barbie Shaffer.*

*-Faculty member Dawn Holsapple organized a second Immunization Clinic held on campus March 6. The clinic is sponsored by the Columbia County Department of Public Health. There was a variety of vaccines available. Limited funding for the uninsured was provided by the Health Department. The Health Department also provided a wide-range of health-related informational packets that were popular with students.*

*-Faculty members/advisors Bill Mathews, Berne Bendel, Diane Johnson, and Leslie Rousseau participated in the Spring 2019 meeting of the Jointly Registered Teacher Education Program group at SUNY New Paltz. This group, comprised of representatives from New Paltz and other community colleges involved in the partnership, meets once a semester to discuss education-related topics.*

*-March 28, 5 p.m., PAC Bldg. – In Her Voice: Stories of Suffragettes and the World They Created will be presented as part of our Never Forget series in observance of Women’s History Month. Faculty members Matthew Kenny, Nicole Childrose, and Maya Greene are working on this event which will include the reading of passages reflecting the words of American and British suffragettes ranging from speeches to personal letters to newspaper articles. Historic objects from the Susan B. Anthony Birthplace Museum will be on display. Members of the Political Science Club will have voter registration materials available, and Chartwell’s will serve refreshments inspired by The Woman Suffrage Cook Book. Please consider attending this event designed to promote conversation between students, staff, and community.*

*-Several faculty searches are underway and have been posted to our website and other strategic sites:*

- *Math/Science faculty search – the Chair is Dawn Holsapple*
- *2 Business faculty – the Chair is Diane Johnson*
- *Construction Technology – the Chair is Bill Mathews*
- *Construction Technology Lab Tech – the Chair is Siri Carlisle*

*-We are in the process of vetting a proposed course schedule Spring 2020 – Benefits of the new schedule are but not limited to;*

- *Student centered approach- accommodates students desire for a two-day schedule*
- *Allow faculty and administrators to attend student activity events*
- *Supports the notion faculty participation in student activities is a key component to retention and completion of credentials*
- *Creates a uniform time when faculty and students can get together outside of office hours*
- *It will address equity issues*
- *Quality of work issues*
- *Allows for Better alignment when we need to close or open late for inclement weather*

Vice President and Dean of Administration, Dianne Topple reported:

*-Presented her financial report during the Financial Committee Meeting*

*-Claims audit report was reviewed*

## **12. New Business/Other**

## **13. President’s Travel Approval List**

*The list was reviewed by the Board.*

**14. News Release Summary**

*The list was reviewed by the Board*

**15. Facility Use Report**

*The list was reviewed by the Board*

**16. Announcement of the April Meeting**

Monday, April 15, 2019 at 5 p.m.

**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;

<b>Motion:</b>	Mr. Bianchi	<b>Seconded:</b>	Mr. Abitabile
<b>Vote:</b>	Yes 7	No	Abstention(s)
<b>Resolution:</b> <input checked="" type="checkbox"/> Accepted <input type="checkbox"/> Rejected <input type="checkbox"/> Tabled			
<b>Entered Executive Session at: 5:10 p.m.</b>			

<b>Motion:</b>	Mr. O'Hara	<b>Seconded:</b>	Mr. Bianchi
<b>Vote:</b>	Yes 7	No	Abstention(s)
<b>Resolution:</b> <input checked="" type="checkbox"/> Accepted <input type="checkbox"/> Rejected <input type="checkbox"/> Tabled			
<b>Exited Executive Session at: 5:29 p.m.</b>			

**18. Adjournment**

<b>Motion:</b>	Mr. O'Hara	<b>Seconded:</b>	Mr. Bianchi
<b>Vote:</b>	Yes 7	No	Abstention(s)
<b>Resolution:</b> <input checked="" type="checkbox"/> Accepted <input type="checkbox"/> Rejected <input type="checkbox"/> Tabled			
<b>Adjournment at: 5:30 p.m.</b>			

*Edward Schneier*

Edward Schneier  
Chairman, Board of Trustees

*Mary Garafalo*

Mary Garafalo  
Executive Secretary

## **Consent Agenda**

**March 18, 2019**

**Approval of the Minutes from the February 25, 2019 Board Meeting**

**Operating Warrant Approval**

- a. Warrant No. 02-19

**Capital Fund Expenditures**

- a. Warrant No. 2, Upgrade Enterprise Student Information System
- b. Warrant No. 8, Renovations and Improvements C06138



### **Sexual Harassment Response and Prevention Policy**

Sexual harassment is a form of sex discrimination which is unlawful in the workplace under Title VII of the Civil Rights Act of 1964, as amended, and the New York State Human Rights Law. Under Title IX of the Educational Amendments of 1972, sexual harassment also is prohibited in the provision of educational services and protects students and employees from sexual harassment.

Sexual harassment is prohibited and will not be tolerated at Columbia-Greene Community College. The College has implemented measures to address and prevent sexual harassment and is taking additional affirmative steps to increase awareness of, and sensitivity to, all forms of sexual harassment in order to maintain a workplace and learning environment free of its harmful effects.

Sexual harassment is a form of workplace discrimination and employee misconduct, as well as a form of discrimination in the academic setting, and all employees and students are entitled to work and learn in a campus environment that prevents sexual harassment. All employees and students have a legal right to a workplace and a campus free from sexual harassment, and employees and students can enforce this right by filing a complaint internally with the College, or with a government agency, or in court under federal or state anti-discrimination laws, as detailed in the College's Discrimination and Sexual Harassment Complaint Procedure.

In accordance with applicable law, sexual harassment is generally described as unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of employment or academic benefit; or
- Submission to or rejection of the conduct is used as the basis for an employment or academic decision affecting the person rejecting or submitting to the conduct; or
- The conduct has the purpose or effect of unreasonably interfering with an affected person's work or academic performance, or creating an intimidating, hostile or offensive work or learning environment.

Sexual harassment can include physical touching, verbal comments, non-verbal conduct such as leering or inappropriate written or electronic communications, or a combination of these things. Examples of sexual harassment may include, but are not limited to:

- Seeking sexual favors or a sexual relationship in return for the promise of a favorable grade or academic opportunity;
- Conditioning an employment-related action (such as hiring, promotion, salary increase, or performance appraisal) on a sexual favor or relationship; or
- Intentional and undesired physical contact, sexually explicit language or writing, lewd pictures or notes, and other forms of sexually offensive conduct by individuals in positions of authority, co-workers or student peers, that unreasonably interferes with the ability of a person to perform their employment or academic responsibilities.
- Physical acts of a sexual nature, such as:
  - Touching, pinching, patting, kissing, hugging, grabbing, brushing against, or poking another person's body;
  - Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions, such as:

- Requests for sexual favors accompanied by implied or overt threats concerning a target's job performance evaluation, a promotion or other job benefits or detriments, or an educational benefit or detriment;
- Subtle or obvious pressure for unwelcome sexual activities.
- Sexually oriented gestures, noises, remarks, jokes or comments about a person's sexuality or sexual experience, which create a hostile environment.
- Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.
- Sexual or discriminatory displays or publications, such as:
  - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on computers or cell phones and sharing such displays while in the workplace or classroom.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity, and the status of being transgender, such as:
  - Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform his or her employment or academic duties;
  - Sabotaging an individual's work;
  - Bullying, yelling, name-calling.

Such behavior can constitute sexual harassment regardless of the sex, gender, sexual orientation, self-identified or perceived sex, gender expression, status of being transgender, or gender identity of any of the persons involved. Sexual harassment is considered a form of employee and student misconduct which may lead to disciplinary action. Further, supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue. Employees and students who believe they have been subjected to sexual harassment may use the College's Discrimination and Sexual Harassment Complaint Procedure for more details on how to have their allegations reviewed, including a link to a complaint form.

Retaliation against a person who files a complaint, serves as a witness, or assists or participates in any manner in this procedure, is unlawful, is strictly prohibited and may result in disciplinary action. Retaliation is an adverse action taken against an individual as a result of complaining about or provides information regarding unlawful discrimination or harassment, exercising a legal right, and/or participating in a complaint investigation as a third-party witness. Adverse action includes being discharged, disciplined, discriminated against, or otherwise subject to adverse action because the individual reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. Participants who experience retaliation should contact the campus Affirmative Action Officer/Title IX Officer and Coordinator and may file a complaint pursuant to these procedures outlined in the College's Complaint Procedures.