

BOARD MEETING

*For the regular meeting of the Board of Trustees of Columbia-Greene Community College was held on **Monday, August 19, 2019 at 3:30 p.m.** or thereafter in the Board Room on the college campus, 4400 Route 23 Hudson, New York, the following matters are submitted for consideration and action.*

Present: Ned Schneier, Chairman; Peter O’Hara, Bruce Bohnsack, Phil Abitabile, Rick Bianchi, Peter Markou, Barbara Slutzky, and Sean Berry, Student Trustee

Excused: Maryanne Lee

Others Present: Carlee Drummer, President; George Timmons, Vice President and Dean of Academic Affairs; Dianne Toppole, Vice President and Dean of Administration and Joseph Watson, Vice President and Dean of Students & Enrollment Management

1. **Call to Order**, 3:30 p.m.
2. **Roll Call**, quorum present
3. **Pledge of Allegiance**
4. **Request for Approval of Agenda**
Motion: Ms. Slutzky; Seconded: Mr. Bianchi
Vote: Yes – 8; No – 0; Abstention(s) - 0
Resolution: Accepted
5. **Request for Approval of the Items in the Consent Agenda**
Motion: Mr. O’Hara; Seconded: Mr. Bianchi
Vote: Yes – 8; No – 0; Abstention(s) - 0
Resolution: Accepted
6. **Introduction of Guests and Items from the Floor**
Joan Koweek, Director of Development and Alumni Services; Gregg Berninger, Professor of English; Casey O’Brien, Assistant Dean of Planning and Institutional Effectiveness; Jaclyn Stevenson, Director of Public Relations and Alison Murphy, Director of Buildings and Grounds
7. **Resolutions**
(see attached on consent agenda)

8. President's Report

Great News to Launch the New Academic Year:

Wallet Hub has ranked Columbia-Greene Number 10 in the United States – up 14 spots from last year! AND . . . the College is ranked number one in New York State. Kudos to the C-G team for this amazing accomplishment. Newsweek magazine already has picked up the news.

Economic Impact Study: vital tool for us to tell the C-G story; will be seeing the presentation from EMSI later in the meeting.

Budget:

Two weeks ago, Vice President Topple and I met with Greene County Legislators to put the C-G budget for 2020 on the agenda for the public meeting on August 21. Tonight, Vice President Topple and I will be attending the Finance Committee Meeting in case they have questions about the budget before the vote on Wednesday evening.

Chancellor Johnson's Visit:

I would like to thank Chairman Schneier, Trustees Bianchi, O'Hara, and Berry for attending. Chancellor Johnson had short time on campus but very productive – she picked up on the “family” atmosphere that pervades C-G.

“Listening Tour” continues:

- *Columbia Economic Development Corp leadership Mike Tucker, Dave Fingar*
- *Greene County Chamber of Commerce, Jeff Friedman*
- *Columbia Board of Supervisors Chair, Matt Murell*
- *Catskill Rotary (organized by Professor Ted Hilscher)*
- *Greene County Youth Fair (opening ceremonies and staffed table on Saturday morning)*
- *Greene County Economic Development leadership Warren Hart and Karl Heck, Treasurer Peter Markou, and Legislators Bill Lawrence, Mike Bulich, and Shaun Groden. Economic Summit suggested for early Spring 2020.*
- *Olana President, Dr. Sean Sawyer*
- *Health Consortium Executive Director, Claire Parde*
- *Chairman Schneier and I met with Assemblywoman Didi Barrett – great conversation and many ideas shared regarding possible new programs*
- *Law enforcement officers Sheriff Bartlett, Undersheriff Davi, and Deputy Sheriff Mayo. Discussed need for Security Risk Assessment, along with long overdue training for employees with respect to active shooter / other catastrophic event*
- *Mary Dempsey, publisher of Columbia-Greene Media; Mark Vinciguerra, publisher and President of Capital Region Independent Media*
- *Lois Goblet, chief of staff for Assemblyman Chris Tague, and former VP for Development at SUNY Cobleskill*
- *President of Columbia Memorial Hospital, Jay Cahalan*

- *Common theme: new programs in the trades. We will be conducting a Program Needs Assessment to identify employers' current and future needs. We will be reporting outcomes of this analysis to Columbia and Greene County leadership.*

Other:

- *Enrollment: As of last Friday, down 42 in headcount and 34 in FTE. Top priority. Two weeks ago, I sent out personal letters to three segments: incomplete applications, accepted but not registered, and students enrolled in Fall 2018 and Spring 2019, but not registered.*
- *Dean Timmons and I will be meeting with all the High School Superintendents in the next couple of weeks.*
- *I will be collaborating with Dean Watson and his team to develop an Enrollment Management and Retention Plan for Spring and Fall 2020. Also, enrollment related: Toyota T-Ten program – soliciting support from dealers; exploring housing opportunity.*
- *C-5: Regrouping with the C-5 initiative. We need to find someone to oversee and market the program for the five community colleges. Can possibly fund through the Earn and Learn Grant established by the Governor?*
- *Community Services: Brainstorming with Bob Bodratti about expanding Community Services – specifically with respect to offering programs at satellite locations.*
- *Web site redesign / upgrades: Jaclyn Stevenson and Terri Bellanger leading the charge; they will be forming a Web Site Task Force.*

9. Trustee Reports

- *Trustee, Peter Markou, suggested to reach out to other communities for housing.*
- *We are on schedule for the Gala on Saturday, September 7*
- *Concerns were answered on the new Software for our students: Students will have a new portal. They will have more access to their own accounts.*
- *Software conversion has been very complicated, but everyone is working hard to get through this transition.*
- *Tour of the new Construction Technology building was requested*
- *A suggestion was made that the Board be given information on programs (to keep them updated), at monthly meetings.*

Student Trustee, Sean Berry reported:

- *New Student Orientation will be this Friday from 7:30 a.m. to 2:00 p.m.*
- *Adult Student Orientation will be this Wednesday at 5:30 p.m.*
- *Welcome Back Week will be September 3-9. There will be refreshments available and students will be able to get their ID's.*
- *Welcome Back BBQ will be Thursday, September 5.*
- *Sports camps are over*
- *Athletic workshops are coming up*
- *Coaches orientation will be on Wednesday, August 28*
- *Women's Soccer team will have their first game, playing Bergen Community College*

10. Vice President's Report

Vice President and Dean of Administration, Dianne Toppie reported:

- *Construction Technology program has 17 students enrolled*
- *Certificate of completion will be done by this end of week*
- *Tools and furniture orders, will be coming on or before the first week of classes.*
- *A date to be determined for the ribbon cutting on the new building*

- A colored map was given to the Trustees, to review the different phases of construction.
- Claims audit report was reviewed

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

Academic Goals – for 2019-2020:

- President Drummer has charged each of the Vice Presidents to Analyze and develop an effective reorganization of Academic Affairs
- Identifying a partner to conduct a comprehensive needs analysis for new programs and implementation for a Fall 2020 launched.
- Research and improve the infrastructure to offer a high quality and scalable online program. Establish - short term goals -and long-term priorities.
- Establish a professional development fund for Faculty and Staff – to support the teaching and learning process (benefit to the college, expertise request and presentation submission)
- Transition to Campus Lab – the College’s new assessment and institutional planning software this fall.

General Update:

- On September 26, several members of the College community will attend the Middle States Town Hall and workshop on assessment and planning (aligning assessment results, planning and resource allocation).
- C-GCC and the Toyota Corporation is working together to determine the long-term viability of the Toyota T-Ten program. Several meetings have taken place over the summer and the work continues. It is anticipated that a final decision will be made by the end of the Fall 2019 semester.

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

Enrollment for Fall

- The Student Development team has called all pending students twice. Also, staff from the VP/Academics Affairs assisted with calls to all accepted students, but not registered.
- Constant contact emails have also gone out with links to application and other important information.
- Zone Registration is this Wednesday.
- Late Registration is Wednesday, August 27
- There is a 24-hour turnaround time of acceptance, if we have everything for the student’s application.
- President Drummer has sent letters to students who are pending, accepted not registered and need 30 credits or more to finish their degrees. President Drummer with the assistance of Marc Miller, made a recording for a robo call to all pending students, inviting them to Open Registration on Tuesday, August 27.
- The Alumni Ambassadors Breakfast is this Thursday to meet President Drummer and to schedule upcoming Admissions events and recruitments.

Outreach

- The Admission Staff is in their summer recruitment season.
- Next Friday, we will be at the Columbia County Fair for Columbia-Greene Community College Day
- Greene County Youth Fair, we were part of the opening ceremony and had a table staffed at the Fair.
- Hope Rocks Festival was on August 17 & 18 at Canfield Veterans Memorial Complex, Saugerties NY
- Women’s Expo in Hunter, this past weekend
- Battle of the Books was held here on Friday, August 16
- Planned retention programs for the Fall include:
- Student Planners are ready and are co-sponsored by the college and Student Senate
- The Early Alert Program, which identifies students experiencing stress factors due to a disability that may be mitigated by services offered through the Office of Accessibility Services, Catherine Carlson.
- Our Mentor Program is designed for students to have a mentor on campus.
- The Student-Athlete Workshops are for new and returning Athletes

– *Student of Concern-Behavior Intervention Assessment Team will continue for the next academic year*

Orientations:

- *Adult Student Orientation will be this Wednesday*
- *New Student Orientation will be this Friday. As we have done in the past, we will have our peer Orientation leaders present. Also, CGCC Faculty will be available for students who have any questions.*

Welcome Week

- *Welcome Week Events are planned for the first week of classes.*
- *Our Annual community BBQ is on Thursday*
- *Observance of 9/11 will take place Wednesday, September 11 at 12:30pm at the Flagpole or rain location will be in the Student Dining Hall.*

Athletics

- *Summer Camps were successful with over 100 campers participating*
- *High School Summer Basketball League crowned their champions*

Day Care

- *Ready for the new year.*

11. New Business/Other

An Analysis of the Economic Impact and Return on Investment was presented via Zoom.

The Trustees discussed if the Board of Supervisors should be presented with this information, possibly via Zoom.

12. President's Travel Approval List

13. News Release Summary

14. Facility Use Report

15. Announcement of the September Meeting

Monday, September 16, 2019 at 3:30 p.m.

16. Adjournment

Motion: Mr. Bianchi; Seconded: Mr. Markou

Vote: Yes – 8; No – 0; Abstention(s) - 0

Resolution Accepted

Adjournment at: 4:38 p.m.

Edward Schneier

Edward Schneier
Chairman, Board of Trustees

Mary E. Garafalo

Mary E. Garafalo
Executive Secretary

Consent Agenda

August 19, 2019

Approval of the Minutes from the July 15, 2019 Board Meeting

Capital Fund Expenditures

- a. Warrant No. 5, Upgrade Enterprise Student Information Systems CO6140
- b. Warrant No. 13, Renovations and Improvements CO6138

Operating Warrant Approval

- a. Warrant No. 06-19
- b. Warrant No. 07-19

Resolutions:

- a. Resolution No. 0819-2133 to Appoint the College Attorney
- b. Resolution No. 0819-2134 to Appoint Executive Secretary to the Board
- c. Resolution No. 0819-2135 to Appoint Treasurer to the Board
- d. Resolution No. 0819-2136 to Set Time of Monthly Board Meetings
- e. Resolution No. 0819-2137 to Approve the Insurance Representatives for the College
- f. Resolution No. 0819-2138 to Approve Area-Wide Public Information Representatives
- g. Resolution No. 0819-2139 to Approve Financial Institutions for the Deposit of College Funds
- h. Resolution No. 0819-2140 to Approve the Part-Time Hourly Rate
- i. Resolution No. 0819-2141 to Approve Contract Hour Rate for Adjunct Faculty
- j. Resolution No. 0819-2142 to Approve the Salary Schedule for Administrators and Classified-Exempt Staff