

Minutes April 16, 2018

The Board of Trustees meeting of Columbia-Greene Community College was held on **April 16, 2018** on the college campus, 4400 Route 23, Hudson, NY 12534 at 5:30 pm.

Present: Edward Schneier, Chairman; Philip Abitabile, Bruce Bohnsack, William Haltermann, Maryanne Lee, Rosemary Lewis, Peter O’Hara, Barbara Slutzky, Sabra Simon, Student Trustee

Excused: Kenneth Wilber

Others James Campion, President; Carol Doerfer, Acting Vice President and Dean of Academic Affairs,
Present: Dianne Topple, Vice President and Dean of Administration; Joseph Watson, Vice President and Dean of Students and Enrollment Management; Robert Bodratti, Director of Community Services; Joan Koweek Director of Columbia-Greene Community Foundation; Kelly Ann Radzik, Director of Applied Learning and Job Development; Jaclyn Stevenson, Director of Public Relations; Berne Bendel, Associate Professor of Education/Psychology; Michael Phippen, Professor of Transitional Studies; Christine Perry, Executive Secretary to the Board of Trustees

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**

| | | | |
|---|------------|------------------|-----------------|
| Motion: | Mr. O’Hara | Seconded: | Mr. Abitabile |
| Vote: | Yes 9 | No 0 | Abstention(s) 0 |
| Resolution: <input checked="" type="checkbox"/> Accepted <input type="checkbox"/> Rejected <input type="checkbox"/> Tabled | | | |

5. **Request for Approval of Minutes**

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

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

President Campion asked the guests to introduce themselves and they were welcomed by Chairman Schneier.

7. Moment of Silence

Sam Dawson - Hillsdale Town Councilman and Hillsdale Town Supervisor

8. Financial Report

Vice President and Dean Topple gave her report during the Finance Committee Meeting

9. Operating Warrant Approval

a. Warrant No. 03-18

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|---|----------------|------------------|-----------------|
| Motion | Mr. Haltermann | Seconded: | Mr. Bohnsack |
| Vote: | Yes 9 | No 0 | Abstention(s) 0 |
| Resolution: <input checked="" type="checkbox"/> Accepted <input type="checkbox"/> Rejected <input type="checkbox"/> Tabled | | | |

10. Presentation: Applied Learning Expanded Options for Student Success –

Kelly Ann Radzik, Director of Applied Learning and Job Development

President Campion introduced Kelly and described how she has expanded her role here working with students. She has been with the college little over a year. Kelly spoke about the Applied Learning options at the college, including Internship electives for Business, Criminal Justice, Career Planning and Education. In addition, there is a job search prep class and job shadowing opportunities available to students in most majors. Eleven students have completed job shadowing. The job shadow program was created to meet the needs of students who were interested in applied learning but could not participate in internships because of their schedules and work and family life. To find the right employer to student match, Kelly meets individually with students and reaches out to local businesses. After the initial contact, it is important that the employers come to campus to get to know students and the college. Kelly hosted a luncheon in Spring 2017 titled “Great Jobs in Finance” where she connected leaders in the industry with Accounting students. It was a success and received SUNY recognition. A similar event was held for Medical Assisting students in Spring 2018. Kelly will be presenting a workshop about it at the SUNY Career Development Organization conference in June. Kelly also spoke about Academic Internships and profiled 3 students who gained employment after completing their internships, as well as 2 students who are transferring to 4-year schools. Mr. Haltermann asked if the internships were paid or for credit. Kelly responded that most are unpaid, however students do earn academic credit. Chairman Schneier asked about contracts with employers, as the criteria for FLSA internships has increased.

10. President’s Report

- The capital project and supplemental monies were included in the State budget. Legislature did not move forward with a new funding formula but at least it has been introduced and they are beginning to understand. We did get an additional \$100.00 per FTE however we are one of eleven community college that are receiving less money than last year due to lower enrollment.*
- SUNY Trustee H. Carl McCall will be attending graduation. This is an honor as he has not been to our campus before and made a point to join our commencement celebration this year.*

11. Resolutions

a. Resolution No. 0418-2078 to accept the Stewart’s Foundation Grant

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

WHEREAS, the College has been awarded \$500 by the Stewart’s Foundation to help fund a College Excellence Program for our College-in-the-High School Students,

THEREFORE, BE IT RESOLVED that the Board of Trustees of Columbia-Greene Community College approves the receipt of this grant in the amount of \$500 from the Stewart’s Foundation.

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

b. Resolution No. 0418-2079 to accept Vehicle Donations to the Automotive Program

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

WHEREAS, two vehicles have been donated by 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 two vehicles (2008 Dodge Durango and 2009 Dodge Durango) from the Columbia County Sheriff’s Office for use in the Automotive Program. (See attached vehicle descriptions.)

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

12. Trustee Reports

Trustee, and Chair of the Personnel Committee, Peter O’Hara reported:

- *The Academic Dean Search Committee is on schedule. Packets containing the announcement, job description, worksheets, rubrics, interview schedule etc. were distributed to Board members. Mr. O’Hara spoke about the consultant, Martha Asselin, the advertising and outreach, and how important it is that the faculty is taking ownership of the process. He spoke about the open session that is part of the schedule for the finalists that come to campus and stressed the importance of Board member attendance. Chairman Schneier asked how many applicants so far, to which Robert Bodratti, Director of Community Services, and a member of the search committee, answered 70, with about 10 of those serious applicants. Most of the candidates have their Ph. D and have been published. Mr. Bodratti added that the process is going very well, and Ms. Asselin has been a great asset. Mr. Haltermann asked about their work history, and Mr. Bodratti said that all of academia is represented in the resumes and applications, including community colleges. Mr. Bohnsack asked about background checks, to which President Campion responded that Human Resources will conduct back ground checks on the finalists. Ms. Lewis asked how many will be interviewed, and Mr. Bodratti explained that about 10 will be selected to do a Skype interview and from there 3-4 will be selected to come to campus. Mr. Haltermann asked about the salary. President Campion said it will be given to the candidates selected for the*

Skype interviews and Human Resources will be speak to the candidates about the salary and benefit package. President Campion said it is very important the candidate want this job, just not any job. Mr. Abitabile and Mr. Bohnsack said the finalists should be introduced to the Board.

Student Trustee, Sabra Simon reported:

- On April 2, Javier Avila presented, "The Trouble with My Name". Mr. Avila spoke about Puerto Rican culture and how people would correct him on how to properly say his name.
- On April 10 an ice cream social was held with student activities and the psychology club.
- The Psychology Club is collecting donations for those stationed in Iraq. People choose a dog tag with a number which represents an item that a troop is requesting such as shampoo, socks or lip balm. Going on until Friday, the 27th.
- Samantha Kulscar, a Human Services major, received the 2018 Mary Davidson Scholarship.
- On April 13, the Office of Accessibilities held a seminar called " It's All in The Planning". Students from Columbia- Greene, SUNY Albany, and SUNY Binghamton attended. The seminar helped high school students who receive special learning accommodations to plan for college, the expectations they will face, and how to advocate for themselves to get the proper resources.
- The Women's Basketball team was inducted into the C-GCC Hall of Fame.
- Tanisha Edge was named All-American.
- On Saturday, March 24 the Track and Field team traveled to Wesleyan University in Connecticut and had the following results"
 - ✓ Riley Werner - 800 meter, finished 3rd in her heat
 - ✓ Sabra Simon - 200 meters finished 3rd and cut off 2 seconds of time.
 - ✓ Nicholas Funk - 3000 meter finished 10th with time of 12mins and 35 seconds.
- On Saturday March 31 the Track and Field Team competed at Ramapo College in New Jersey with the following results:
 - ✓ Riley Werner - 1500 meter 6 minutes and 17 seconds
 - ✓ Amira Furtado - 100 meter finished 17 seconds and 51 milliseconds
 - ✓ Sabra Simon - 200 meter 33:64 3rd place
 - ✓ Nicholas Funk - 3000 Meter 14 minutes and 4 milliseconds
- On Saturday, April 7 the team competed at Fitchburg State in Massachusetts with the following results:
 - ✓ Riley - 800 meters placed 14th with time 2 minutes 56 seconds.
 - ✓ Amira Furtado- 200 meter 5th place
 - ✓ Sabra Simon - 200 meter 3rd place
 - ✓ Nicholas Funk - 5000 meters placed 11th with 21 minutes and 29 seconds
- Next meet Sunday, April 22 at SUNY Cortland for Regionals
- Baseball Friday April 3rd - went against SUNY Adirondack
 - ✓ Game 1: 6-2 (lost)
 - ✓ Game 2: 12-0 (lost)
- Softball – Corning Community College
 - ✓ Game 1: 9-1 (won)
 - ✓ Game 2: 13-5 (lost)
- Up and coming games Friday, 20 at SUNY Adirondack and Sunday the 22 at Finger Lakes

13. Dean Reports

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

- *Update on Hudson Link/Greene Correctional Facility's partnership with the College: the program began with the Fall 2017 semester. Under the agreement, students at Greene Correctional Facility can earn an A.S. Degree in Individual Studies. Hudson Link pays for tuition (1/3 rate) and books. For the Fall 2017 semester, 45 students were enrolled. Three courses were offered – College Experience, Composition and Intro to Philosophy - for a total of 75 registrations. For the Spring 2018 semester, 34 students were enrolled. Five courses are being offered – Foundations of Business, Composition and Literature, Philosophical Approaches to Morality, General Psychology, and Cultural Diversity – for a total of 89 registrations. We are planning to offer four courses during the Summer 2018 semester – courses to be determined. Part of the process of establishing this program was the need to submit a Substantive Change request to Middle States to add Greene Correctional as an additional location. The request was approved; as such, a site visit was required. The visit was held on March 21. I attended along with Assistant Dean Casey O'Brien and adjunct faculty members Carl Nabozny and Dr. Randall Craig. We met with Dr. Sean McKittrick, VP of Institutional Field Relations from Middle States, staff from Hudson Link and DOCCS, and students. We spent the morning touring the educational side of the facility. Dr. McKittrick led a thorough review of the program and spent a lot of time speaking with students. He will submit a report of his findings and we will be hearing back from Middle States sometime in May.*
- *Associate Professor of Psychology/Sociology Barbie Shaffer reported eleven students from her Research for the Behavioral Sciences class had their original research accepted for presentation at the Eastern Psychological Association's annual conference. This was quite the honor for these students – they developed research hypotheses, collected and analyzed data, and wrote their original findings in professional form to be shared with the academic community.*
- *Advising for Summer and Fall 2018 semesters began on March 19. Our advising office reports they have been seeing a good number of students.*
- *Casey O'Brien participated in a Middle States Town Hall meeting in Albany on March 19.*
- *Automotive students and faculty took a trip to the New York International Auto Show at the Javits Center on April 3.*
- *Professor of Transitional Studies Michael Phippen attended the Faculty Council of Community Colleges meeting at Mohawk Valley Community College on April 4-6.*
- *In recognition of April being National Poetry Month, the Library sponsored a poetry reading on April 9. Dean Emeritus Phyllis Carito, Retired Director of Public Relations Allen Kovler, and Professor of English Michael Allard read some of their own works, while a student read poetry that had personal meaning to him.*
- *Assistant Dean of Academic Affairs Siri Carlisle attended the launch of the Historic Trades Initiative at Quiet Cove Park in Poughkeepsie on April 11. Assembly member Didi Barrett announced this opportunity for students to learn historic preservation skills by working with local and national partners including HistoriCorps and HistoriCorps Institute, an organization involved with restoring historic places across the United States, while at the same time teaching students construction and historic preservation skills. Quiet Cove Park will be restored to become a recreational area on the river. It is the hope we can eventually participate in this initiative once our construction and historic preservation program gets up and running.*
- *Associate Professor of Criminal Justice and Sociology Frankie Timmons took her Juvenile Delinquency classes to visit Brookwood Secure Center and her Corrections classes to visit Coxsackie Correctional Facility.*
- *Professor of Nursing Dawn Wrigley attended a Clinical Coordination meeting at Albany Medical Center on April 11.*
- *Associate Professor of Biological Sciences Steve Gavlik attended the Empire State Association of Two-Year College Biologists conference in Watertown on April 13.*

- *Assistant Professors of Mathematics Stephanie Olstad and Ryan McCann attended the New York State Mathematic Association of Two-Year Colleges conference in Glens Falls on April 13-14.*
- *Assistant Professor of Biological Sciences Rebecca Pinder, along with members of the C-GCC Conservation Club, attended the Northeast Natural History Conference in Burlington, VT on April 14-15.*
- *Associate Professor Criminal Justice Bill DeLuca, along with Admissions Counselor Kevin Kropp, participated in recruitment activities at Capital District BOCES on April 13. He came back with information regarding their interest in working on an articulation agreement with the College.*
- *Professor of English and Ghent Town Historian Gregg Berninger authored *The Town of Ghent*, a publication marking the town's 200th birthday. Other members of our college community mentioned as being influential in the creation of this book are Ken Wilber, Ted Hilscher, Kristen Isabelle, Diane Johnson and Lori Mashaw.*
- *A non-credit ESL opportunity is now being offered through Community Services. This course is designed to reach the higher-level ESL speakers; helping them improve their reading, speaking and writing skills in the hopes of preparing them for college.*

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

- *The Fall Enrollment report for 2018 - 690 applications with 281 accepts. Compared to 2017 we were down 7% in applications but **up** 12% in accepts.*
- *The Summer enrollment report - 195 applications with 70 accepts. Compared to 2017 we were are down .1% in applications and down 3% for accepts.*
- *For fall we had 379.7 FTE and for summer we have 80.3 FTE.*

14. New Business/Other

- *Mr. Abitabile, who is the Chair of the Site Committee, informed the Board of the process to select an architectural firm for the Capital Improvement Project. The RFP for architect/engineer services was issued by the college on March 13, 2018, and 19 proposals were submitted and reviewed. Some proposed hourly rate, others a fee-based percentage. Most quotes were over \$1million. 8 firms contacted Jim Folz, Director of Buildings and Grounds, for additional information, and 4 visited the campus. 1 firm was interviewed by myself and college staff. JMZ Architects and Planners were recommended for the project based on the following: Successfully completed projects at the college in the past (PAC, Day Care)*
 - ✓ *They partner with Barton and Loguidice who have also worked with the college on infrastructure upgrades*
 - ✓ *Extensive experience with SUNY community college construction projects*
 - ✓ *Partner with Trophy Point as estimators. Trophy Point is a Minority and Woman Owned (MWBE) and Veteran owned business and has been hired by the college in the past*
 - ✓ *JMZ is a NYS MWBE business as well.*
 - ✓ *Proposed cost for services within the budget. (the lowest bid)*
- *Board Reviewed the new Account Management Procedure for Creating and Managing Computer System Accounts. This procedure was created based on the recommendation in the NYS Comptroller's audit report.*
- *Student Trustee Sabra Simon gave the Board the recommendation report she had submitted to President Campion on ways to reduce the amount of paper the college uses. The report is attached.*

15. President's Travel Approval List

The list was reviewed by the Board

16. News Release Summary

The list was reviewed by the Board

17. Facility Use Report

The report was reviewed by the Board

18. Announcement of June Meeting

Monday, June 18, 2018 at 5:30 pm.

- *Mr. Haltermann announced that he will be resigning from the Board as of July 1, 2018. He was appointed by the Governor's office, and his term had expired in June of 2016. He served his full 7-year term, plus another 2 years. He has other interests that he would like to pursue. President Campion thanked Mr. Haltermann for his service and for remaining on the Board after his term had expired. Chairman Schneier and Trustee Abitabile are also Governor's office appointees, and their terms have expired as well; Mr. Schneier's in 2014 and Mr. Abitabile's in 2016. President Campion is working with local officials to address this issue.*

19. Executive Session

Collective negotiations pursuant to Article 14 of the Civil Service law (the Taylor Law)

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|---|------------|------------------|-----------------|
| Motion: | Mr. O'Hara | Seconded: | Ms. Slutzky |
| Vote: | Yes 9 | No 0 | Abstention(s) 0 |
| Resolution: <input checked="" type="checkbox"/> Accepted <input type="checkbox"/> Rejected <input type="checkbox"/> Tabled | | | |
| Entered Executive Session at: 6:46 pm | | | |

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|---|-------------|------------------|-----------------|
| Motion: | Ms. Slutzky | Seconded: | Mr. Bohnsack |
| Vote: | Yes 9 | No 0 | Abstention(s) 0 |
| Resolution: <input checked="" type="checkbox"/> Accepted <input type="checkbox"/> Rejected <input type="checkbox"/> Tabled | | | |
| Exited Executive Session at: 7:10 pm | | | |

20. Adjournment

| | | | |
|---|-------------|------------------|-----------------|
| Motion: | Ms. Slutzky | Seconded: | Mr. Bohnsack |
| Vote: | Yes 9 | No 0 | Abstention(s) 0 |
| Resolution: <input checked="" type="checkbox"/> Accepted <input type="checkbox"/> Rejected <input type="checkbox"/> Tabled | | | |
| Adjournment at: 7:10 pm | | | |

Edward Schneier

Edward Schneier,
Chairman, Board of Trustees

Christine Perry

Christine Perry
Executive Secretary to the Board