

BOARD MEETING

*For the regular meeting of the Board of Trustees of Columbia-Greene Community College was held on **Monday, December 20, 2021 at 4:00 p.m.** or thereafter in **Room 614** on the College campus, 4400 Route 23 Hudson, New York. The following matters were submitted for consideration and action.*

Present: Ned Schneier, Chairman; Bruce Bohnsack, Kelly Konsul, Maryanne Lee, Peter Markou and Laura Best-Macia, Student Trustee

Excused: Doreen Davis, Peter O’Hara and Barbara Slutzky

Others Present: Carlee Drummer, President; George Timmons, Provost and Senior Vice President for Academic and Student Affairs; Dianne Topple, Vice President of Administration and Chief Financial Officer; and Mary Garafalo, Secretary to the Board of Trustees

1. Call to Order, 4:01 p.m.

2. Roll Call, quorum present

3. Pledge of Allegiance

4. Request for Approval of Agenda

Motion: Ms. Lee; **Seconded:** Mr. Bohnsack

Vote: Yes - 6; No - 0; Abstention(s) – 0

Resolution: Accepted

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

Motion: Ms. Konsul; **Seconded:** Ms. Lee

Vote: Yes - 6 ; No - 0; Abstention(s) – 0

Resolution: Accepted

6. Introduction of Guests and Items from the Floor

Geralynn Demarest, Professor and Co-Chair of Strategic Planning; John Kenny, Technical Assistant II-Theatre; Joan Koweek, Executive Director of Columbia-Greene Community Foundation; Andrew Ledoux, Dean of Student Development; Carl Nabozny, Multi-Media Coordinator; Krista Nevil, Technical Assistant for Records and Registration and Chair of CGCC College Senate; Casey O’Brien, Dean of Academic Affairs; Barbie Shaffer, Associate Professor of Psychology/Sociology; and William Mathews, Professor, Counselor and Department Chairperson for Advising

7. **President's Report**

Opening Remarks

Today was the final day of classes – and it's quite astonishing to believe how quickly the semester has flown by! Workwise, we end the year in a very good place with a number of initiatives including the Strategic Plan, Achieving the Dream, SUNY Pathways, and the Middle States *Self-Study*. Spring enrollment looks very promising as of this morning – down slightly in headcount (four percent) but up 7.8 in FTE!

Operations Updates

Required weekly COVID-19 testing continues for all unvaccinated employees, along with monthly testing for vaccinated individuals. Although some colleges and universities are altering their schedules because of the spike in the virus, we anticipate moving forward into the spring semester following the pattern established in the fall with approximately 30 percent of students on campus. All on-campus students will need to provide proof of vaccination with the Nurse, and discussions are underway at SUNY with respect to requiring a Booster shot.

Personnel

With respect to personnel, a new Director of Institutional Research and Effectiveness, Racheal Chubb, will be in place on January 3, 2022. Racheal comes to Columbia-Greene from Jefferson Community College where she was a Research Analyst. Last week we started interviewing finalists for the Director of Marketing and Communications and hope to have that position filled very soon. Heartfelt thanks to Dean Ledoux for agreeing to curate the College's social media platforms until the new Director of Marketing and Communications is in place. Ongoing searches at the moment include the Director of Student Activities, Director of College in the High School, Assistant Director of Buildings and Grounds, and a Cleaner.

Kudos

Congratulations to Trustee Slutsky and her husband Gary for receiving New York State Senate Commendation for their legacy of service to Greene County's Mountain Top companies. State Senator Michelle Hinchey presented the award.

Foundation

The *Igniting Dreams* campaign is gaining traction – and I believe the Foundation will recognize its goal of raising \$1 million this year! Tell everyone you know to make a donation and become part of the million dollar flame!

Board Retreat

We are making progress planning the Board Retreat scheduled for Saturday, January 22, 2022. Among the topics to be considered for discussion are how the Trustees and Foundation Board members can make valuable contributions to the College through their networks, provide insights into accessing new populations, and make Columbia-Greene more valuable and capable of better serving the Twin Counties. The facilitator will be Dr. Peter Smith, a Senior Consultant and Senior Fellow at AGB Consulting. He is the founding President of California State University Monterey Bay and the Community College of Vermont. Among his other distinguished credentials, Dr. Smith was a Vermont state senator from 1980 to 1982 and then served as Lt. Governor 1982 to 1986. He has a BA from Princeton and an EdD from Harvard.

8. Resolution No. 1221-2201 Juneteenth Observance

WHEREAS, the Board of Trustees of Columbia-Greene Community College discussed at the November 15, 2021, Board meeting the observation of Juneteenth and;

WHEREAS, Juneteenth, also known as Juneteenth Independence Day, is an American holiday that commemorates the June 19, 1865, announcement of the abolition of slavery in the state of Texas and other parts of the Southwest and;

WHEREAS, Columbia-Greene Community College models the values of respect, integrity, and inclusiveness as attributes of morality and justice, and;

THEREFORE BE IT RESOLVED, that the Board of Trustees of Columbia-Greene Community College approves the observation of Juneteenth Day 2022 on Thursday, June 30, 2022.

Motion: Ms.Konsul; **Seconded:** Ms. Lee

Vote: Yes - 6; No - 0; Abstention(s) – 0

Resolution: Accepted

9. Trustee Report

Laura Best-Macia, Student Trustee reported:

Athletics

- Andrew Cameron has joined the athletics department as the new Women's Basketball coach.
- The Men's Basketball season ended, and the spring season will begin on January 10th at Hudson Valley CC.
- The fence installation for the baseball field has begun.

Student Activities

- Student Veteran's Club

Kevin Kropp and the Student Veterans Club reported collecting 85 Christmas cards and holiday wishes which were sent to a currently deployed Army unit. This is a great accomplishment considering the low percentage of students who are physically on campus. The efforts of Professor Stacey Hills who collected cards from a Girl Scout Troop and the children in C-GCC daycare who made cards for the soldiers were acknowledged.

- Animal Advocates Club

The Animal Advocates Club established a Pet Food Pantry in 2013 to enable student pet-owners and community members, especially the elderly, to have temporary support for caring for their pets' needs. These supplies have enabled pets to stay with their families despite financial hardships. Thousands of pounds of pet food and other supplies have been distributed. Surplus supplies are donated twice a year to local shelters including the Columbia-Greene Humane Society and Animal Kind. As a grassroots effort, it has gained the attention and funding of generous supporters such as Broadway Cares, local businesses, and friends of the college. It continues to serve the needs of our students and their companion animals.

- Upcoming events

- In April social media campaign of favorite pet photos. On April 11th, which is National Pet Day, the club is hosting a hybrid event on campus and zooming which will feature animals for adoption from the Columbia-Greene Humane Society and AnimalKind and free consultations with an expert animal behavior specialist. Also, planned is an educational zoom event featuring a wildlife expert who will speak about wildlife safety and sustainability.

10. Vice President's Report

a. Vice President of Administration, Dianne Topples submitted her report at the Finance Committee Meeting

b. Provost and Senior Vice President for Academic and Student Affairs, George Timmons reported:

Academic Affairs

- Assistant Professor of Nursing, Marjorie Reilly, has become a Certified Nurse Educator. Certification is the mark of distinction for nursing faculty. For academic nurse educators, it (CNE designation) establishes nursing education as a specialty area of practice and creates a means for faculty to demonstrate their expertise in this role. It communicates to students, peers, and the academic and health care communities that the highest standards of excellence are being met. By becoming credentialed as a certified nurse educator, you serve as a leader and a role model.

- The College has submitted its initial application to have our Medical Assisting Program accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). This Accreditation will distinguish our program as one of the few SUNY community colleges with such recognition. We want to thank the many people who helped contribute to this work, but we extend a special thank you to Dr. Nicole Childrose, Jessica Curley, and Christina Judisky for their time and dedication to this project.

- New IR Director, Racheal Chubb, begins on January 3. She comes to C-GCC from Jefferson Community College, where she served as Research Analyst.
- C-GCC is delighted to expand our College in the Prison Program through our partnership with Hudson Link by adding Green Haven Correctional Facility to our portfolio. We are moving forward with a soft launch in Spring 2022 and fully operational in Fall 2022.
- We have hired a New Assistant Professor of Business, Dr. Paula Shelley. Dr. Shelley is currently teaching as an adjunct, and she will begin her full-time teaching duties in Spring 2022.
- We welcome a new Lab Tech in the Natural Sciences Division, Angela Guglielmini.
- SUNY administration is in the beginning stages of planning a system-wide conversion from Blackboard Learning Management System to Brightspace, Digital Learning Environment. The College has selected to participate in cohort one as our top choice scheduled to begin during the Spring semester.
- We hosted a small Art Show reception at the beginning of December to showcase the work of our students. I want to give a special thank you to the students, Gloria Houg, Assistant Professor, and everyone who contributed to the success of this event.
- The Middle States Steering Committee working groups were required to submit final drafts of their reports for the self-study on Friday, December 17, 2022.

Student Services Update

- ***Achieving the Dream***

To increase equitable student success while preparing students for careers in the digital economy, C-GCC will focus on the following two strategic priorities in Spring 2022: Strengthen support for post-traditional students, including online/remote learners; and strengthen early intervention strategies for at-risk students.

- ***Accessibility Services***

C-GCC is planning to host a conference in April titled “Preparing College-bound Students with Disabilities for the Transition to Higher Education.” Topics include registering with and requesting accommodations, learning the value of time management skills, and using assistive technology to meet academic needs. This conference is hosted in collaboration with the Offices of Accessibility Services at SUNY Delhi and Bard College. Registration opens in January 2022.

- ***Career Services and Experiential Learning***

Preparations for the January C-GCC Career Institute are being finalized. Approximately 15 students will participate in the program, and ten guest speakers have been booked, including Kelly Mace, Hudson Valley Businesswoman of the Year. Those who complete this program are eligible to receive the Workplace Professionalism Micro-Credential. A virtual information session was held earlier this month with representatives from 3 area school districts for the Career Connections Program. Career Connections will enable high school juniors and seniors to explore career options, interact with alumni and business mentors, participate in a summer immersion experience, and receive a \$2,500 scholarship to the College following successful completion of the program.

- ***Ruffalo Noel Levitz***

Ruffalo Noel Levitz, a leading enrollment management and student success firm, is scheduled to conduct an on-campus opportunity analysis on January 19th and 20th,

2022. Following the analysis, the College will receive goal-oriented feedback on strategies for bolstering on-campus support services and enrollment management strategies.

- ***Student Activities and Leadership Development***

A strong pool of candidates is being reviewed for the Director of Student Activities and Leadership Development role. We are hopeful of concluding this search early in the new year.

- ***CircleIn and Talkspace***

CircleIn and Talkspace mobile apps continue to gain traction with the student body. Both resources were implemented this semester to meet students' academic and personal needs in a virtual format. Hundreds of "engagements" have occurred in CircleIn, an online study space, and while Talkspace analytics are not as accessible given the mental health support it provides, students have relayed positive interactions within the platform.

11. Announcement of the January Meeting

Monday, January 24, 2022 at 3:30 p.m.

12. 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: Ms. Lee; **Seconded:** Mr. Bohnsack

Vote: Yes -6; No - 0; Abstention(s) - 0

Resolution: Accepted

Entered Executive Session at: 4:25 p.m.

Motion: Ms. Lee; **Seconded:** Mr. Bohnsack

Vote: Yes - 6; No - 0; Abstention(s) – 0

Resolution: Accepted

Exited Executive Sessions at: 4:40 p.m.

13. Adjournment:

Motion: Ms. Lee; **Seconded:** Mr. Bohnsack

Vote: Yes – 6; No - 0 ; Abstention(s) – 0

Resolution: Accepted

Adjournment at: 4:52 p.m.

Edward Schneier

Edward Schneier
Chairman, Board of Trustees

Mary E. Garafalo

Mary E. Garafalo
Executive Secretary to the Board

Consent Agenda

December 20, 2021

Approval of the Minutes from November 15, 2021 Board Meeting

Capital Fund Expenditures

- a. Warrant No. 40, Renovations and Improvements C06138

Operating Warrant Approval

- a. Warrant No. 11-21, Operating Warrant