

BOARD MEETING

*For the regular meeting of the Board of Trustees of Columbia-Greene Community College was held on **Monday, December 19, 2022, at 3:30 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: Peter O'Hara, Chairman; Laura Best-Macia, Bruce Bohnsack, Doreen Davis, Kelly Konsul, Charlie Millar, and Ned Schneier

Excused: Maryanne Lee and Peter Markou

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, 3:32 p.m.**
2. **Roll Call**
3. **Pledge of Allegiance**

Chairman O'Hara thanked all the offices who partook in the holiday decorating contest. The Trustees who were judges for this contest, thoroughly enjoyed visiting each office that participated in the contest.

4. **Request for Approval of Agenda**
Motion: Mr. Schneier; **Seconded:** Mr. Bohnsack
Vote: Yes - 7; No - 0; Abstention(s) - 0
Resolution: Accepted
5. **Request for Approval of the Items in the Consent Agenda**
Motion: Ms. Davis; **Seconded:** Ms. Konsul
Vote: Yes - 7; No - 0; Abstention(s) - 0
Resolution: Accepted
6. **Introduction of Guests and Items from the Floor**

7. Resolution:

Resolution No. 1222-2224 Amend Monthly Finance Board Meetings

WHEREAS, the Policies and Procedures Manual of the Board of Trustees, Article V, Section 2.0 indicates that the regular meeting of the Board shall be held once each month at a time and place to be determined by resolution of the Board, and

WHEREAS, it is the intention of the Board to hold such monthly meetings on the Greenport campus of the College with the exception of designated meetings off campus,

THEREFORE, BE IT RESOLVED that the Board of Trustees of Columbia-Greene Community College sets the date of the monthly meetings of the Board as the third Monday of each month on the Greenport, New York, campus of the College, with the exception of the January and February meetings. These meetings will be held on January 23 and February 27, 2023. All Board meetings will begin at 3:30 p.m.

Motion: Mr. Bohnsack; **Seconded:** Mr. Millar

Vote: Yes - 7; No - 0; Abstention(s) - 0

Resolution: Accepted

8. President's Report

a. President Drummer reported:

Recognitions

President Drummer thanked the Trustees who judged the Holiday Décor Contest this afternoon! She also, congratulated Doreen Davis who recently was elected a Fire District Commissioner in Palenville! She is the first woman to assume this role.

Enrollment

As of this morning, spring enrollment is up 9 percent in headcount and 9 percent in FTE.

Middle States Updates

President Drummer has the first draft of the Self-Study for Middle States for editing. The plan is to share the document with the community in January before sending on to the accreditor in February.

At the beginning of the month, Provost Timmons, Racheal Chubb, and President Drummer attended the Middle States annual meeting in Philadelphia. They collected some valuable information that will help us better prepare for the upcoming site visit at the end of March.

Automotive Technology Grant

The College recently received the \$305,398 grant to enrich the automotive technology program by offering EV certification. Among other items, the funding will enable the department to purchase hybrid vehicles from the College's partner manufacturers – Subaru and Toyota – as well as two EV chargers.

Also, the College is partnering with the Livingston Energy Group to install up to ten EV chargers on campus. While the College will own the equipment, the company owns maintenance and upkeep for the chargers. 91 percent of the revenue earned from the chargers will come to the College, and 9 percent will be paid to Livingston.

Olana Partnership Update

Last week, President Drummer met with Assemblymember Didi Barrett and the Olana leadership team, to discuss the launch of Columbia-Greene's *Building Preservation Workshops: Window Preservation and Repair*. The five-part series, a collaboration among the Office of Community Engagement, Workforce New York, and Building Construction Technology, will target professionals in carpentry and construction who seek to hone their skills in masterfully preserving historic windows.

Web Overhaul

Information Technology and Marketing are slowly making progress on the overhaul of the website. The soft launch will be at the end of January.

Policy Review

A subcommittee is in place to begin reviewing the College's *Policy Manual*.

Foundation News

At its meeting last week, the Foundation Board of Directors installed a new slate of officers: Dr. Nicolette Sacco-Brown, President; Doreen Davis and Christen Kersten, Co-Vice Presidents; and Dr. Christine Cumming, Treasurer. The Board bid emotional farewells to two long-serving Board members: Rick Bianchi, who has been the President for 12 years, and Martha Keeler, a dutiful support of the Foundation for a decade.

- b.** Professor, Counselor and Department Chairperson for Advising, Career and Transfer Services, William Mathews reported:
Articulation Agreement between Columbia-Greene Community College and Berkshire Community College (BCC) Physical Therapist Assistant Program.
Some of the objectives of this agreement is to promote the easy transition of qualified students from CGCC to the Physical Therapist Assistant Program at BCC. Also, to provide specific information for students who wish to pursue a degree in Physical Therapy.
CGCC students who are accepted by Berkshire Community College (BCC), are guaranteed transfer of up to 33 credits provided that the respective courses have received a "C" or better.
- c.** Director of Marketing and Communications, Maureen Sager reported on an update on the branding campaign:
A total of 143 responded to the branding questionnaire, which was sent out to many CGCC community members, students, Board of Trustees, the Foundation Board, and our county legislators for their input. Some of the interesting data that was collected from this questionnaire was 95% students who were surveyed would recommend CGCC. A question was asked of what is most special about CGCC and the top (3) responses were:
#1 Faculty, #2 Personal attention and support and #3 Cost.
There will be more branding news to come in 2023!

9. Trustees Report

Student Trustee, Laura Best-Macia reported:

Athletics

- Men's Basketball wrapped up their Fall 2022 season on December 14, at Herkimer Community College. Upon returning from the holiday break, their first game back will be at Westchester Community College on January 7.
- Men's Baseball and Women's Softball will be starting full practices on January 16.
- With high school basketball in full swing, CGCC coaches will be attending games and recruiting future athletes.

Student Activities

- December's student activities have focused on socializing and destressing with the last day of classes held today. Cram Jam was a big collaboration between Student Activities, Student Success Center, Office of Accessibility, and the library. This de-stressing and preparedness event featured: Free coffee & light breakfast items, destress activities, academic coaching, meetings with some faculty, 10-minute massages, chair yoga, and more. This event encouraged students to utilize services and find ways to get ready for finals.
- The 11th Annual Giving Tree Project's deadline was on December 14. This Project provided the opportunity for students and staff members to "adopt" a family or individual in need by providing a donation of cash or gifts. Also, this project enables families in the community to have a special holiday season.
- The End of Semester Survival Celebration was held on December 13th. This campus-wide holiday event featured a dessert & hot cocoa bar, crafts, music, live trivia, and a free raffle station with many prizes to be won!
- The students involved with Student Senate met with Buildings and Grounds to discuss possible campus beautification projects for spring 2023.
- A survey was distributed to all students notifying them that the former Bookstore will be transformed into a student lounge in 2023 and inquired about what they would like to see in the space. The response rate has been positive, and responses are continuing to be submitted. Student Activities will use this data with those developing the space to make decisions on furnishings, amenities, hours, and more.

10. Vice President's Report

a. Vice President for Administration and Chief Financial Officer, Dianne Topple reported: Auditors are on campus. It is our plan for them to present the FYE 2022 budget at the Finance Committee meeting on February 27.

The President Council's met and made decisions for the phase IV of the Capital Project, on what projects will take top priorities to complete.

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

Academic Affairs Update:

- Associate Professor of Education and Psychology, Berne Bendel, has been invited to speak at SUNY New Paltz's Women's Leadership Summit this upcoming March. Associate Professor Bendel will help lead a discussion with students to explore the challenges of launching and sustaining a successful career in education.

Professor Bendel is also a proud alumna of SUNY New Paltz and looks forward to participating in this important event.

- Faculty from the Technical Professions Division and members of the Provost's Office met with education leaders from Brookwood Secure Center to explore the possibility of offering a microcredential in carpentry to incarcerated students at the facility. Brookwood is evaluating its physical space, and members of the College are planning to visit the facility in the Spring to assess the possibility of a Fall launch.
- In the redesign of content for the College's new website, faculty have contributed a vast amount of content related to their professional backgrounds and the value of our academic programs. From an academic perspective, the new website's goal is to present our programs in a most consumer-focused way—highlighting the quality of our faculty and the transferability/employability of all programs.

Student Development Update:

Accessibility Services

- The College's Serenity Room was well utilized in the lead-up to final exams. This environment offers a relaxing, grounding space and is accessible to students across disciplines.
- A new delivery of braille equipment, desktop magnifiers, and computer software and hardware has been installed in the Student Success Center for students with vision impairments.

Career Success

- The Office of Career Success partnered with Columbia County Civil Service Administrator Dawn Elbert to offer students short mentoring sessions about Career Paths within the county and state civil service systems. Based on positive feedback from participating students, we will expand the Spring Semester program with virtual and in-person sessions.
- The College is continuing to strengthen its relationship with the Olana State Historic Site through the delivery of experiential learning opportunities. Plans are underway to finalize an Olana visit for the US History course, the development of an Olana Case Study for the Foundations of Business courses, and the possible implementation of a Pre-Internship Seminar.

Health Services

- The Student Success Center and faculty have routinely referred students to the SUNY Student Telecounseling Network. C-GCC is among 45 campuses partnering with the group, and, unsurprisingly, there is now a waiting list due to the high volume of student referrals. The group has hired two additional providers to help with the increasing demand.
- Health Services has seen an uptick in COVID cases, flu, and RSV this season. Folks are advised to stay home if symptomatic and wear face coverings, if appropriate, to minimize the potential spread of viruses. We had 36 positive COVID cases this year compared to 23 cases last year. This month, the Office of Health Services received 700 free rapid home COVID test kits through the NYS Emergency

Operation Center. These tests have expiration dates of June 2023 and are expected to last through the duration of the academic year. With the holidays upon us, Health Services is issuing free comfort care kits to campus community members while supplies last. They include hand sanitizer, lip balm, tissues, tips for avoiding the flu, cough drops, and acetaminophen.

Records and Registration

- Ann Bruno, Registrar, will leave C-GCC on January 3rd to pursue a position elsewhere. She has served as Registrar since 2018 and has been a valued campus community member. We will begin a search for a new Registrar and anticipate having the vacancy posted before the break.

Student Success

- The Student Success Center offered extended hours last week and opened its doors for early morning and evening offerings. Students utilized the computer labs, study spaces, and tutoring services in the lead-up to final exams.
- The Office of Student Success is working collaboratively with Academic Affairs to launch a virtual Student Success Center to be housed in the learning management system. This virtual space will provide students 24/7 access to digital offerings which mirror those provided in the physical area. A launch of the virtual center is anticipated in early Spring 2023.
- The College is recruiting a part-time Student Success Coach. This position will provide academic and student development coaching, college transition services, digital literacy support, and referral services to academic and non-academic support areas. The SSC Success Coach will manage a caseload of 20-30 students utilizing a case management approach to support academic success and retention. This position will collaborate closely with students, faculty, and student support offices to help promote student success and develop successful programming.

11. Announcement of the January 2023 Meeting Monday, January 23, 2023, 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. Davis; **Seconded:** Mr. Schneier

Vote: Yes - 7; No - 0; Abstention(s) - 0

Resolution: Accepted

Entered Executive Session at: 4:16 p.m.

Motion: Mr. Bohnsack; **Seconded:** Mr. Millar

Vote: Yes - 7; No - 0; Abstention(s) - 0

Resolution: Accepted

Exited Executive Sessions at: 4:21 p.m.

Adjournment:

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

Vote: Yes - 7; No - 0; Abstention(s) - 0

Resolution Accepted

Adjournment at: 4:22 p.m.

Peter O'Hara

Peter O'Hara

Chairman, Board of Trustees

Mary E. Garafalo

Mary E. Garafalo

Executive Secretary to the Board

CONSENT AGENDA

December 19, 2022

Approval of the Minutes from November 21, 2022, Board Meeting

Capital Fund Expenditures

Warrant No. 47, Renovations and Improvements CO6138

Operating Warrant Approval

Warrant No. 11-22, Operating Warrant