



BOARD MEETING

*For the regular meeting of the Board of Trustees of Columbia-Greene Community College on **Monday, August 21, 2023, at 4:00 p.m. 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; Doreen Davis, Kelly Konsul, Maryanne Lee, Peter Markou, Charlie Millar, and Ned Schneier

Excused: Bruce Bohnsack

Others Present: Carlee Drummer, President; Dianne Topple, Vice President of Administration and Chief Financial Officer; Matt Green, Dean of Enrollment; Andrew Ledoux, Dean of Student Development; Casey O’Brien, Dean of Academic Affairs; and Mary Garafalo, Secretary to the Board of Trustees

1. **Call to Order, 4:03 p.m.**
2. **Roll Call, quorum present**
3. **Pledge of Allegiance**
4. **Request for Approval of Agenda**
Motion: Mr. Markou; **Seconded:** Ms. Davis
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:** Mr. Markou
Vote: Yes - 7; No - 0; Abstention(s) - 0
Resolution: Accepted
6. **Introduction of Guests and Items from the Floor**
7. **Moment of Silence**
Eugene Peduzzi
Raymond Charles “Toby” Trowbridge



8. Resolutions

a. Resolution No. 0823-2246 Approve the Hiring of An Architectural Firm

WHEREAS, Columbia-Greene Community College in support of the 2018 Capital Improvement Project-Phase IV must retain a lead architectural and/or engineering firm to cover renovations, improvements, and future programming needs and,

WHEREAS, an RFP detailing such services was issued and,

WHEREAS, SBLM Architects, PC has been selected to provide such services,

THEREFORE, BE IT RESOLVED that the Board of Trustees of Columbia-Greene Community College approves the appointment of SBLM Architects, PC

Motion: Mr. Markou; **Seconded:** Mr. Schneier

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

Resolution: Accepted

b. Resolution No. 0823-2247 Amend 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.

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

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

Resolution: Accepted

9. President's Report

a. President, Carlee Drummer reported:

Dianne Topple has made the decision to leave Columbia-Greene for a wonderful opportunity at the Dormitory Association of New York. Ms. Topple's last day will be September 21, 2023, so she will be with us for one more Board meeting. She will be sorely missed, and we applaud the many significant – and lasting – contributions she



has made to Columbia-Greene since joining the team in November 2010 – including guiding the College through the pandemic with the HEERF funds.

Enrollment

The College had a 40 percent increase in enrollment during the summer term, and as of this morning, fall enrollment is up 10.4 percent. President Drummer thanked the administrators, faculty, and staff who have played a key role in bringing us to this point.

WalletHub

Per WalletHub, Columbia-Greene ranks first among the SUNY community colleges and second in New York State. Also, the College also has the lowest student loan default rate in the State and is one of the five lowest in the nation.

Achieving the Dream News

President Drummer spoke with Dr. Karen Stout, the President of Achieving the Dream, who is cautiously optimistic that she has found a funding source that would enable Columbia-Greene and the six other community colleges in the cohort to continue our work for an additional 18 months starting in January 2024. We are hoping this will happen and enable the College to continue its fine work to advance student success. Ellen Kennedy, the President of Berkshire Community College, and President Drummer met last Friday to map out their upcoming presentation at the October ACCT Leadership Congress in Las Vegas. Trustee Millar will be accompanying President Drummer to this conference.

Kudos

Drew Ledoux and Dr. Casey O’Brien attended the first session of the New York State College Leadership Academy in Saratoga Springs. Being part of this group is quite prestigious – Drew and Casey were among only 37 attendees from 21 SUNY community colleges.

Dr. Nicole Childrose participated in the SUNY SAIL Leadership program where she obtained information about strong leadership, opportunities for personal growth, and continuous improvement ideas that she believes will be invaluable to her work at Columbia-Greene. She also completed an application to become part of the American Association of Colleges and Universities’ Institute on Digital Equity.

Dr. Melissa Boles and Barbie Shaffer participated in the Department Chair Academy offered by the SUNY SAIL Institute. The four-week intensive program, developed for leaders in higher education, provides an enriching and engaging experience designed to prepare chairs to be effective leaders, creative managers, champions of student success, and supporters of faculty development.

Information Technology

Columbia-Greene recently installed a new Print Management System that reduced the number of printers on campus and brought new security measures for people printing documents or making copies. The College now has nine copiers in key locations



including the President's Office, Academic Support, Advising and Counseling, Art Center, Bursar, Information Technology, Library, Health Services, and Student Services.

MOVEit Breach

Recently there was a cybersecurity breach that affected TIAA, Corebridge, and the National Student Clearing House through a platform called MOVEit. TIAA and Corebridge were quite responsive in alerting those affected.

Transformation Fund Grant

Columbia-Greene will be receiving \$910,000 from the SUNY Transformation Fund to launch a Licensed Practical Nurse program.

Students in the News

Rida Farzana, a summer history intern, has been published on Wikipedia! Under the mentorship of Dr. Childrose, Rida researched and included her own first-hand knowledge of Muslim studies, history, gender studies, and international studies to add valuable contributions to the Bangladesh entry, as well as separate entry on Islamic Studies. She was inspired to tackle this project by her firsthand experiences with the education system in Bangladesh, and the challenges in explaining the differences to American students and educators.

Josef Orin, an Automotive Technology student who will graduate in May – and a Student Ambassador – performed the lead role of Robbie Hart in *The Wedding Singer*, a beloved Broadway musical, produced by Upstage Productions at Pegasus Restaurant in Cocksackie.

Foundation Progress

Greene County contributed another \$50,000 to the Greene Light to Enrollment Fund. Since Fall 2020, Greene County has contributed \$282,000 to support their residents who wish to take credit and/or non-credit classes at the College. SPARK of Hudson has donated \$81,610 to cover full tuition plus books and equipment for ten building construction technology students, and the Dyson Foundation has committed \$30,000 over the next two years for the Student Emergency Fund. Finally, to recognize the long-serving and beloved Columbia-Greene employee Eugene Peduzzi, Carlee and Michael Drummer will be matching contributions up to \$1,000 to start a scholarship fund in Eugene's memory.

All-College Meeting

The All-College Meeting is tomorrow to kick off the 2023 - 2024 academic year starting with refreshments at 8:30 a.m. and ending with a buffet at noon. A number of the 23 employees who retired between 2020 and 2023 will be on hand to join us for lunch.

Save the Date!

The next AGB National Conference on Trusteeship will be in Boston from March 26 – March 28, 2024.

b. Director of Communication and Marketing, Maureen Sager reported:

Marketing Campaigns & Updates:

The “*Real People, Real Community,*” campaign our students quotes, stories, and photos were used for this campaign. Also, the photos of the Admissions Staff were shown to refer to someone here on campus.

The Home Page Campaign: Our “*Alumni Everywhere,*” we are focusing on first-time visitors, and having to connect to our alumni-with friends and family.

College Logo Campaign: With the discussion of changing the logo, consideration of what audiences we are trying to reach. Our primary audience would be prospective students, followed by alumni, employees, investors, and the community. The mission is to convey practicality, warmth, and sense of place.

c. C-GCC Foundation Board Members, Doreen Davis and Christian Kersten reported:

Ms. Davis and Mr. Kersten presented a powerpoint presentation of an overview of the adopted Strategic Plan, which was approved by the C-GCC Foundation Board on June 27, 2023.

10. Trustees Report

In the absence of a Student Trustee, Dean Ledoux reported:

Athletics

- Men's basketball has a new coach, Conor Maisch.
- Women's Basketball team is ready to start practicing and competing for the 2023-24 season. Jasmyne Peck and Warren Sheldon, are still working hard to recruit and holding workouts before the school year starts.
- The athletic department is close to hiring a new baseball coach.
- Women's Softball is ready for the fall season and will be playing some fall ball games.

Student Activities and Leadership Development

Orientation & New Student Programming:

- The Orientation Committee hosted two Welcome Day events on July 19 and August 3, welcoming 48 students and their guests to campus. Welcome Day attendees were able to learn about campus, meet with office administrators, and complete items listed on their “*Before You Begin Guide*”.
- The College Orientation will take place on Friday, August 25 and we are expecting over 100 students and their guests to attend. This event will feature a variety of presentations on campus-life and academic success, meetings with academic program faculty, and opportunities to meet other students, faculty, and staff.
- An Evening Orientation event will occur on Wednesday, August 30 for those students who are unable to attend on August 25 or register after the event.



New Student Lounge:

The new student lounge, located in the Main Building next to Student Activities will open this September. The Grand Opening for the lounge is scheduled for 12:00pm on Thursday, September 28.

Wellness Lounge:

This October a new student space will open and feature a schedule of holistic wellness and multicultural programming.

Student Events:

- The Annual Fall BBQ will be held on Thursday, August 31.
- A Leadership Series will kick off on Thursday, October 5.
- The Student Senate will host elections and begin meeting on Thursday, September 21.
- A full Welcome Weeks calendar is set and scheduled for student interaction and socialization.

11. Deans' and Vice President Reports:

a. Vice President of Administration and Chief Financial Officer, Dianne Topple reported:

2023-24 Budget Update:

Our 2023-24 budget was approved by both Columbia and Greene Counties. The counties did make the decision to try a new funding formula based on a 3-year rolling average. This does not change the overall contribution, just the allocation between the two counties.

Phase IV Update:

The board approved the resolution to hire SBLM Architects as the firm to provide architectural and engineering services for Phase IV construction. There will be a kick-off meeting this Thursday.

Chairman O'Hara publicly thanked Vice President Topple, for her years of dedication and service to C-GCC. She was given a standing ovation by all who attended the board meeting.

b. Dean of Academic Affairs, Casey O'Brien reported:

We have published our annual College Catalog as a PDF document that is available in print and online. The College Catalog contains all our academic policies, information about programs and courses, admissions policies, financial aid, and other critical pieces of information for students and the public. We are pleased to announce that, after a review of multiple vendors, we have contracted with a company known as CleanCatalog to digitize and modernize our catalog. This cloud-based solution will streamline the process of developing and maintaining our policies and curricula changes and will integrate seamlessly with Banner and our new website to make it more easily accessible. We also purchased their curriculum management software to convert our paper-based curriculum forms to a web-based system. Implementation will begin in September.

- The Office of Community Engagement and Professional Development will be developing a non-credit LPN program in response to community demand for more

- licensed practical nurses. The College is working with an outside consultant who will help us develop the program given its complex programmatic and licensure requirements. The physical resources needed for the program are being subsidized through multiple grants from SUNY and the state. The program development process will take about one year, and we will update the Board as progress is made.
- An opportunity that will help support the development of our new non-credit LPN program comes in the form of SUNY's Transformation Fund. C-GCC was allocated \$910,000, and a grant was recently submitted to cover costs such as medical laboratory equipment, expansion of simulation technology, as well as upgraded equipment for our nursing and medical assisting programs. We will also soon submit a grant application to receive up to \$22,500 from SUNY's High Needs Fund to support the expansion of simulation technology in nursing.
 - Dr. Mary McDermott, Professor of Nursing and Simulation Coordinator at SUNY Adirondack, visited the campus in June to evaluate the current layout of our nursing classrooms and perform a simulation needs assessment. Dr. McDermott will be returning this semester to also provide simulation training to our nursing faculty. Our simulation lab, overseen by faculty member Dari Cook-McGibbon, continues to provide simulated clinical experiences for our nursing students via high-fidelity mannequins.
 - Nursing Division Chair Dawn Wrigley and Dean O'Brien have been meeting over the summer with the Director of UAlbany's new nursing program, Dr. Jessica Castner. The goal of these meetings is to develop an articulation agreement between C-GCC and UAlbany to allow students to complete their BSN at the Albany campus. UAlbany's new nursing program includes on-campus learning experiences that distinguish it from other programs in the state. UAlbany's BSN program will attract CGCC nursing graduates who either prefer on-campus learning or who seek to go into research or graduate-level nursing practice.
 - C-GCC is working with Columbia Memorial Health to address the shortage of Office Medical Technicians (OMTs). Dr. Nikki Childrose, Chair of the Technical Professions Division, Jess Curley, our Medical Assisting Coordinator, and Dean O'Brien will be meeting with CMH to develop microcredentials or market existing coursework in vital signs, EKG, phlebotomy, and medical terminology to create a pathway for current and future OMTs.
 - While we await approval from State Ed for our new Cannabis Careers Certificate, Associate Professor Maya Greene and Dean O'Brien have been meeting with faculty from SUNY Morrisville to develop an articulation agreement with their cannabis studies program. This conversation also sparked the development of an articulation between our Environmental Studies program and their popular Sustainable Resource Management program. Over the summer, the revisions to CGCC's



Environmental Studies program were approved by the state—now CGCC’s Environmental Biology program, the new curriculum will align more closely with four-year transfer institutions.

- Renovations to the Environmental Field Station located in the Cohotate Preserve are coming soon. Greene County has put the project out to bid, and proposals are due by August 31st. Renovations are expected to ease travel between the building and the main road as well as take care of much-needed structural and cosmetic upgrades.
- Our enrollment in prison education programs this past year surpassed 250 student mark. The College continues to provide education to incarcerated individuals at Green Haven Correctional Facility in Stormville, Greene Correctional, as well as the Brookwood Secure Center. Dr. Austin Dacey, our prison education coordinator and liaison with Hudson Link and Dean O’Brien have been contacted by SUNY’s higher education in prison office to discuss a potential partnership with the University at Albany to offer a 2+2 program at Coxsackie Correctional Facility. A meeting is being scheduled with Joanne Malatesta, Vice Provost and Dean of Undergraduate Education and Carol Kim, UAlbany’s Provost and Senior Vice President for Academic Affairs soon. This 2+2 partnership would be one of the few in the state to operate within a correctional facility.
- Dean O’Brien will be accompanying Dr. Dacey and Matt Green, Dean of Enrollment Management, on a visit to Greene Correctional Facility to discuss with their superintendent how CGCC can meet the professional development needs of their correctional officers and staff members.
- A program sponsored by Questar III BOCES, titled “New Visions”, begins this semester, and will span the academic year. High school students will be at the campus taking CGCC courses in English, Accounting, and Economics, and will earn 15 college credits by the end of the program’s first year.
- Dean O’Brien is currently serving on the Association of Chief Academic Officers’ Concurrent Enrollment Workgroup, which seeks to develop system-wide policies related to service area agreements, tuition consistency, and credentialing of dual enrollment instructors.
- Dean Emeritus Phyllis Carito has published a new book titled “*More Than Making Ends Meet*”, which is based on the story of two women in different circumstances who come to spend time together. The College extends best wishes to Dean Emeritus Carito for adding another work to her already impressive portfolio of fiction and poetry.

- The search for the Assistant Dean of Academic Affairs is underway. A search committee has been formed, and we are in the process of narrowing down the list of finalists. This new position will provide much-needed support in Academic Affairs.

**c. Dean of Student Development, Andrew Ledoux reported:
Student Development**

Accessibility Services

- In 2022-2023, 11% of C-GCC's general, matriculated student body were registered with the Office of Accessibility Services. Approximately 40% of registered students were seeking support to overcome mental health challenges; as this number rapidly increases, students receiving support for other learning disabilities and/or those on the Autism spectrum are also gradually increasing.
- Accessibility Services and the IDEA Committee will be offering a Professional Development Opportunity on September 26, entitled "*Creating a Climate of Acceptance for Neurodiverse Students*" by Actualize Autism. The presentation will be geared to improving the experience of neurodiverse and autistic students on campus. It will address the often-hidden issues that affect students' performance and well-being with strategies for students, faculty, and staff around social issues, self-advocacy, communication, and mental health.

Career Success

- C-GCC Alum/Assistant District Attorney Kyle Patzwahl spearheaded a new summer offering from the Columbia County District Attorney's Office. Three students (History, Criminal Justice, and Business Administration) completed paid summer internships which included significant community service projects. Several planning sessions have been held for a new micro-internship initiative in January with remote and in-person options. A micro-internship involves the completion of a 20–30-hour project with an employer mentor. The New York Forest Owners Association, one of three employers for this project, recently became a new partner with the college through their participation in the River Ecology Symposium over the summer. They will be offering both in-person and remote internship opportunities to students.
- In 2022, Governor Hochul announced a \$350 million investment in workforce development across New York State, creating the Office of Strategic Workforce Development (OSWD) to apply a new approach to workforce development – one that engages local experts to identify growing industries in need of workers, with a focus on creating opportunities for all New Yorkers. The investment in workforce development provides funding for programs across four focus areas, including expanding opportunities for SUNY students participating in internship programs to increase internship participation and promote student success outcomes.

Health Services

- Quinn Kelly and his team from Kelly's Pharmacy will be here again this year on September 20 from 10:00 AM-12 Noon for a flu shot clinic. This will be for employees, family members, and students. They will also be providing updated COVID boosters as well as shingles, pneumonia, and RSV vaccines for those eligible.
- Twin County Recovery Services secured a grant to hire a prevention specialist on campus to assist students struggling with addiction and substance abuse. The specialist will create a drug and alcohol awareness and prevention toolkit, conduct screening and intervention services, in-person and virtual counseling, develop a parent handbook and community resources, facilitate workshops and programs for students and community members, assist the College in becoming a drug take-back location, offer in-class presentations where appropriate, contribute to policy development, etc.
- Greene County Family Planning (GCFP) has agreed to open a satellite family planning clinic for the campus community, managed by a Nurse Practitioner, beginning this Fall semester. The clinic will provide comprehensive reproductive health care access to those seeking contraception and other related services regardless of their ability to pay, provide HIV and STD services, provide prevention services (e.g., cancer screenings, depression, and substance use) and refer as appropriate, issue adult immunizations, and conduct physicals for students.
- Dan Almasi, Executive Director of Columbia County Mental Health, is hopeful to return to on-campus mental health coverage beginning this fall semester.

Student Success

- Early Alert: This is used to identify and address challenges early on; we can maximize students' chances of success and ensure that they make the most of their academic journey. A CARES Team member will promptly take appropriate actions to address any concerns you raise.
- WOnline – new software for students to find and schedule appointments for tutoring, coaching, testing and workshop programming.
- Pilot is offering a couple of hours of evening and Saturday appointments for tutoring or coaching this year (virtual only and for select subjects currently).
- CARES collaboration with faculty for Early Alert reporting and outreach starting this year.

d. Dean of Enrollment Management, Matt Green reported:

Enrollment Numbers:

Fall 2022 – 7% increase.

Spring 2023- 11% increase.

Summer 2023 – 40 % increase

Fall 2023 – projected 4-7% increase.

College in the High School – 11% increase – since 2020.

Prison Programs – 90% increase.

The college has implemented a Scholarship Application that is found on our website, making it much easier for students to complete the scholarship application. At this time of the report, we have awarded \$224,325 for the fall semester and \$169,624 for the spring. The awards were from the HRBT Foundation, Education Matters, and the Greene County Legislature - Green Light for Enrollment.

We are working on the implementation of the Welcome Center for this fall creating that “one place to begin” with the purpose and goal, to initiate conversations, building trust with students, to then connect them to academic programs and staff resources with an outcome for students to have meaningful relationships and sense of belonging.

12. Announcement of the Monthly September 2023 Meeting

Monday, September 18, 2023, at 3:30 p.m.

13. Public Comment

14. 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: Mr. Millar; **Seconded:** Ms. Davis

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

Resolution: Accepted

Entered Executive Session at: 5:31 p.m.

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

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

Resolution: Accepted

Exited Executive Sessions at: 5:49 p.m.

Resolution:

Resolution No. 0823-2248 Approve the Salary Schedule for Administrators and Classified Staff

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

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

Resolution: Accepted



Adjournment:

Motion: Mr. Schneier; **Seconded:** Ms. Konsul

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

Resolution Accepted

Adjournment at: 5:51 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

August 21, 2023

Approval of the Minutes from June 19, 2023, Board Meeting

Capital Fund Expenditure

Warrant No. 51, Renovations, and Improvements C06138

Operating Warrant Approval

Warrant No. 06-23, Operating Warrant

Warrant No. 07-23, Operating Warrant

Resolutions

- a. Resolution No. 0823-2237 Appoint the College Attorney
- b. Resolution No. 0823-2238 Appoint Executive Secretary to the Board
- c. Resolution No. 0823-2239 Appoint Treasurer to the Board
- d. Resolution No. 0823-2240 Monthly Meetings
- e. Resolution No. 0823-2241 Approve Insurance Representatives for the College
- f. Resolution No. 0823-2242 Approve Area-Wide Public Information Representatives
- g. Resolution No. 0823-2243 Approve the Financial Institutions for the Deposit of College Funds
- h. Resolution No. 0823-2244 Approve the Part-Time Hourly Rate 2023-2024
- i. Resolution No. 0823-2245 Approve the Part-Time Hourly Rate for Security 2023-2024