



## BOARD MEETING

*For the regular meeting of the Board of Trustees of Columbia-Greene Community College on **Monday, September 18, 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; Bruce Bohnsack, Doreen Davis, Kelly Konsul, Maryanne Lee, and Ned Schneier

**Excused:** Peter Markou and Charles Millar

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

1. **Call to Order, 4:10 p.m.**
2. **Roll Call, quorum present**
3. **Pledge of Allegiance**
4. **Request for Approval of Agenda**  
**Motion:** Ms. Davis; **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:** Mr. Schneier; **Seconded:** Ms. Lee  
**Vote:** Yes - 6; No - 0; Abstention(s) - 0  
**Resolution: Accepted**
6. **Introduction of Guests and Items from the Floor**
7. **Moment of Silence**  
*Giovanna Sheridan*

**Dean O’Brien was given the honor to read this resolution to designate Professor of Emeritus to Cynthia Engel:**

8. **Resolution**
  - a. **Resolution No. 0923-2249 Designating Professor Emeritus to Cynthia Engel**



**WHEREAS**, the Board of Trustees of Columbia-Greene Community College at its meeting on May 27, 1986, authorized the granting of Emeritus status to faculty who have retired from the College after at least 15 years of service, who had held the title of Professor prior to retiring, and whose service had been judged exemplary; and

**WHEREAS**, Professor Cynthia Engel obtained the rank of full Professor; and

**WHEREAS**, during her 36 years of employment at the College, Professor Engel educated hundreds of nursing students who have provided excellent health care services in their communities; taught the New York State mandated Child Abuse Education course for nursing students; advised the Health Promotion Club for many years; received the Faculty Club Advisor Award multiple times; and earned the President's Award for Faculty in 2008;

**THEREFORE BE IT RESOLVED** that the Board of Trustees of Columbia-Greene Community College hereby bestows upon Professor Cynthia Engel the designation of Professor Emeritus effective upon passage of this Resolution, with all rights, privileges, and honors thereto pertaining; and

**BE IT FURTHER RESOLVED** that the Board of Trustees of Columbia-Greene Community College directs that Cynthia Engel being named with the designation of Professor Emeritus be so noted in appropriate publications of the College henceforth.

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

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

**Resolution:** Accepted

**9. President's Report**

President, Carlee Drummer:

**Farewell, Dianne . . .**

Today is Vice President Topple's last Board meeting before she heads off to DASNY. President Drummer thanked Dianne for the significant and lasting contributions she has made to the College during her nearly ten-year tenure at Columbia-Greene.

**Vice President for Academic Affairs, Student Development, and Strategic Initiatives Update:**

Columbia-Greene welcomed the fourth finalist competing for the Vice President for Academic Affairs, Student Development, and Strategic Initiatives position. Our search firm consultants, Jesse Thompson, and Dr. Gena Glickman from R. H. Perry, along with the Search Committee, did an extraordinary job of vetting the finalists, and we will have an exceedingly difficult decision to make. President Drummer recognized Amanda Karch, who chaired the Search Committee, and her team members Peter O'Hara, Terri Bellanger, Laura Best-Macia, Dr. Steven Gavlik, Matthew Green, Drew Ledoux, Dr. Casey O'Brien, and Dr. Paula Shelley.



Lori Mashaw deserves applause as well, for giving 110 percent to scheduling the meetings with R. H. Perry as well as the on-campus interviews. President Drummer also extended her gratitude to Trustees Bohnsack, Lee, and Schneier for attending the Community Forums.

#### **Enrollment**

Enrollment is up 12 percent for the fall semester! This outcome truly is a team effort with administrators, faculty, and staff playing a key role not only in attracting but also retaining students. Final numbers will not be confirmed until “census day” in mid-October, but we are projecting an increase of between eight and 10 percent.

#### **More Grants!**

The College has received two more significant grants, both from SUNY: \$85,000 to support student internships and \$22,500 for the purchase of a birthing mannequin that will enhance the nursing program.

#### **Achieving the Dream in Las Vegas**

President Drummer and Trustee Millar will be traveling to Las Vegas to participate in the fall ACCT Leadership Congress on October 11. They will be informing Trustees who attend the session, about the importance of Achieving the Dream to student success and Columbia-Greene’s significant breakthrough in cultivating new partnerships with businesses and organizations in our community.

#### **New Scholarship Support**

The Columbia-Memorial Health Foundation awarded full scholarships to ten nursing students with the stipulation that they will remain in the Hospital’s employ for at least two years following graduation.

SPARK of Hudson is supporting ten building construction technology students with full tuition assistance as well as funding for books, tools, and other equipment.

#### **CASE Taskforce**

President Drummer will be participating in the Council for the Advancement and Support of Education – better known as CASE – Taskforce to study the importance of expanding CASE’s global reach. The Taskforce comprises 12 individuals who are CASE Board members and leaders in higher education, and will be chaired by Dr. Andy Hamilton, President of New York University. President Drummer’s role is to represent the nation’s community colleges and share best practices in marketing and fundraising from our sector.

#### **Freedom to Read Exhibition**

To commemorate Banned Books Week, the College will be mounting an exhibition in the Katterskill Gallery, *Freedom to Read*, that features portraits of authors whose books have been banned and memorable quotations from their works. Seventeen framed prints by the artist Ryan Sheffield will be auctioned, with the proceeds benefiting the library. The show will be on view from October 1 through October 7.

- b. Chief Information Officer, Matthew Hertzog:
  - 35 identified projects/improvement since June 20, 2022

22 project/improvements were completed.

13 projects outstanding

With the PRR (Process, Reimagine, and Redesign) project, they met with many departments and recommended processes for their departments. A project manager for the project is working with the executive team to prioritize subprojects and then form the internal teams to work on the project.

Ten copiers were deployed. The benefits of the new system are secure print, roaming print, wi-fi printing, and from home printing. Employees use the key fob that they were issued to unlock any copier.

#### **10. Trustees Report**

Trustee Bohnsack had requested an in-depth report update on the Strategic Plan. Geralynn Demarest, Chairman of the Strategic Planning Committee was in attendance at the meeting and will have information to share in the upcoming board meetings.

#### **11. Deans'/Vice President Report**

a. President, Carlee Drummer gave the Student Development report in the absence of Dean Ledoux:

##### **Health Services**

Last week, the College secured a free case of COVID tests from the state stockpile (available through SUNY). Health Services will continue to test individuals on-site who become symptomatic or exposed while on campus, and hand out rapid home tests as supplies allow. Kelly's pharmacy will be offering the new booster at the College's flu clinic on Wednesday, September 20th, in the cafeteria.

##### **Student Records**

The role of Senior Associate for Records and Registration has been posted. Applications are currently being accepted and the Registrar is in the process of establishing a Search Committee. We hope to fill the position before the end of the current term.

##### **Student Activities and Leadership Development**

The College's orientation events, hosted on August 25 and August 30, welcomed 148 new students and 128 guests to campus. All participants attended content-rich presentations, met welcoming staff, and interacted with academic program faculty.

Student attendance at events has been strong to kick off the Fall semester! 304 students, faculty & staff attended the Fall BBQ; 62 students attended Bingo during Welcome week; and approximately 75 students participated in both the club and resource fairs, surpassing last year's engagement. There is high energy and great interest in participation this semester. We're so grateful to the faculty who have encouraged engagement.



A new leadership development series, consisting of monthly workshops, will launch on October 5. Students who complete the series will develop excellent transferrable skills that can be applied well beyond their C-GCC experience.

Tomorrow is National Voter Registration Day. A booth will be set up in the Student Court from 12:00 p.m.-2:00 p.m., for eligible students and community members to register to vote and receive non-partisan information about voting and state governance.

Two students have expressed interest in the Student Trustee role. A student-wide vote will be held to determine the 2023-2024 appointee. This position should be filled by the October meeting.

### **Athletics**

C-GCC welcomes Brandon Flynn into the Assistant for Athletics role. Brandon recently completed a Bachelor of Science in Sports Management from Mount Saint Mary College. Most recently, he has served as an E-Sports Intern at West Point where he contributed to the growth of this athletic offering. Brandon previously served as Basketball Team Manager at Bard College and has experience with recruitment and coaching for youth.

Based on student feedback collected this semester, new activities and intramurals will be offered, including corn hole, golf, and volleyball. Bowling returns for a second year, and matches will be held on Monday evenings at 5:00 p.m. beginning September 25<sup>th</sup>.

### b. Dean of Enrollment Management, Matthew Green:

#### **Enrollment**

#### ***Office of Financial Aid***

***733 2023-24 FAFSA processed to date***

***# 2023-24 FAFSA (9/15)974***

***# 2022-23 FAFSA (9/15)896***

***65% Pell eligible for Fall 2023***

Total Foundation Scholarships awarded to date for Fall & Spring 2023-2024 \$442,782

Outside Funded Scholarships awarded to date for Fall & Spring 2023-2024 \$72,259

#### **Student employment:**

20 students (new and returning) have been placed in jobs across campus (Admissions, library, athletics, student activities, ceramics lab & peer tutoring)

#### **Office of Admissions**

- Beginning to set up “All student matters” events.
- Currently setting up instant admit days to both in and out of county local high schools.
- In the process of choosing a date with the Counselors Association for the annual Counselors Breakfast at C-GCC.
- Attending various college and career fairs in our recruiting area.

- Attending SUNY OPINFORM at Dutchess Community College
- Program and general admissions information sessions
- High school presentations and information sessions at select local high schools.
- Weekly Virtual General Information Sessions

#### **Office of Marketing**

- Rebranding all the college's many materials with the new logo and color palette
  - Rolling in customer-friendly website enhancements, including:
    - New Admissions section of our website, with separate pages for our twelve different student types
    - Salary and employment information will be incorporated into our Academic pages.
  - Meeting with producer for a 60-second video based on our "Real People, Real Community" campaign.
  - Planning an outdoor advertising campaign for launch in late Fall 2023
- c. Dean of Academic Affairs, Casey O'Brien:
- We received news from the New York State Education Department that our proposal for a 15-credit Certificate in Cannabis Careers has been approved and registered. With this approval, we'll be able to award financial aid for students pursuing education in cannabis cultivation and processing as well as retail operations and sales. This is the College's very first program that takes two existing micro credentials and stacks them into a certificate. Dean O'Brien thanked all the faculty, staff, and administrators who helped with the development of this new certificate, but especially Maya Greene, our Professor of Communication Studies/English, and Cannabis Program Coordinator, who worked around the clock to quickly respond to inquiries from the state education department.
  - Carol Doerfer and Dean O'Brien will be participating in the kickoff of CleanCatalog, a web-based platform that will streamline the process of developing and maintaining the College's vast array of programs and policies. In addition, the software will enable the College to better leverage our new website to make curriculum information more accessible to prospective students, guidance counselors, and the general public.
  - Faculty from the Natural Sciences Division put together a proposal that outlines their plan for upgrades to the College's science labs. SBLM, the architects charged with helping the College carry out Phase IV of the capital project, will be touring the science labs, lecture halls, and other areas this week to begin the design phase of the project. We want to thank the science faculty for putting together a very helpful document, and we look forward to working with SBLM as the process unfolds.
  - The first round of interviews for the Assistant Dean of Academic Affairs takes place this week. More details will be shared with the board once a selection has been made, hopefully in the next few weeks.

- Dr. Nikki Childrose, Geralynn Demarest, Ember Traino, Kelly Radzik, and Catherine Carlson will be participating in the Digital Equity Institute through the American Association of Colleges and Universities. This seven-month online engagement is designed to advance ambitious goals related to digital equity on our campus and in the community.
  - The grant proposal for \$910,000 through the new SUNY Transformation Fund has been accepted. The funds will cover costs ranging from new medical laboratory equipment, expansion of simulation technology, as well as equipment for our nursing, LPN, and medical assisting programs. The College was also recently notified that our proposal for \$22,500 from SUNY's High Needs Fund was accepted, which will cover the cost of a birthing mannikin that will provide simulated obstetrics experiences for nursing students.
  - Nursing Division Chair Dawn Wrigley and Dean O'Brien continue to meet with the Director of UAlbany's new nursing program, Dr. Jessica Castner. A draft articulation agreement between CGCC and UAlbany has been developed, and once completed, will allow students to complete their BSN at the UAlbany campus. UAlbany's new nursing program includes on-campus learning experiences that distinguish it from other programs in the state.
  - Dr. Austin Dacey, our prison education coordinator and liaison with Hudson Link and Dean O'Brien will be meeting this week with SUNY's higher education in prison office to discuss a partnership with the University at Albany to offer a 2+2 program at Coxsackie Correctional Facility. This 2+2 partnership would be one of the few in the state to operate within a correctional facility. In addition, SUNY has contacted us to arrange a meeting with SUNY New Paltz to discuss a potential 2+2 partnership at Greenhaven Correctional Facility. The College is honored to be selected for consideration with multiple four-year partners.
- d. Vice President for Administration and Chief Financial Officer, Dianne Topple:

**Finance Update:**

Vice President Topple referred to financial reports in the board packets which are the pre-audit and still pending several year-end adjustments. The audit has been scheduled, and in her absence, will be facilitated by Nancy Rudberg, Director of Accounting.

The Company Three+one is a conversation we had quite some time ago about a working partnership. They prepare quarterly reports, analyze our cash liquidity, and recommend investment opportunities.





**Phase IV Update:**

Architects (SBLM) will be on campus tomorrow to begin their work on Phase IV construction.

**Other:**

Coarc Cafe' is open Monday – Thursday, 8am – 2pm. They are offering a variety of hot and cold items, and business is good.

The Daycare is open and doing well. They are operating at full capacity for the Fall semester.

**Closing remarks:**

“I would like to say that I have been incredibly blessed to have worked with such a dedicated group of people, who care so much about the institution they work for. The show of support and appreciation from the College community for the commitment I have made over the last almost 13 years, has been incredibly overwhelming. I will cherish the relationships I have made, both professional and personal. I thank you for the opportunity to serve my community and I truly wish the College well in its future endeavors.”

**12. Announcement of the Monthly October 2023 Meeting**

Monday, October 16, 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:** Ms. Lee; **Seconded:** Mr. Bohnsack

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

**Resolution: Accepted**

**Entered Executive Session at: 5:02 p.m.**

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

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

**Resolution: Accepted**

**Exited Executive Sessions at: 5:38 p.m.**

**Adjournment:**

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

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

**Resolution Accepted**

**Adjournment at: 5:39 p.m.**





# CONSENT AGENDA

September 18, 2023

**Approval of the Minutes from August 21, 2023, Board Meeting**

**Capital Fund Expenditure**

Warrant No. 52, Renovations, and Improvements C06138

**Operating Warrant Approval**

Warrant No. 08-23, Operating Warrant

*Peter O'Hara*

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Peter O'Hara  
Chairman, Board of Trustees

*Mary E. Garafalo*

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Mary E. Garafalo  
Executive Secretary to the Board