

BOARD MEETING

*For the regular meeting of the Board of Trustees of Columbia-Greene Community College on **Monday, November 20, 2023, at 3:30 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, Charles Millar, Ned Schneier, and Michael Liddy, Student Trustee

Excused: Peter Markou

Others Present: Carlee Drummer, President; Amanda Bishop, Assistant Director of Accounting; Matt Green, Dean of Enrollment Management; Andrew Ledoux, Dean of Student Development; Victoria Walsh, Vice President of Academic Affairs, Student Development, and Strategic Initiatives; and Mary Garafalo, Secretary to the Board of Trustees

1. Call to Order, 3:30 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 - 8; No – 0; Abstention(s) - 0

Resolution: Accepted

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

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

Vote: Yes - 8; No - 0; Abstention(s) - 0

Resolution: Accepted

6. Introduction of Guests and Items from the Floor

7. Amanda Karch and Chris Nardone – Workforce Investment Structure Presentation

Ms. Karch and Mr. Nardone explained to the Board of Trustees the change of titles and responsibilities for the WIO transition.

The grants which fund the Workforce Center are not sufficient to hire a full time Board Director and a Full Time Center Director. There is adequate funding from the grants for a full-time Board Director and additional compensation for an existing C-GCC Director to take over administrative duties that are required by the college.

Mr. Nardone will move to the position of Columbia-Greene Workforce Board Executive Director, maintaining an office at C-GCC in the Workforce Office. He would provide oversight that is allowed by regulation, but all C-GCC operational oversight of the Center would fall under an existing Director.

This transition of responsibilities would change titles which are set to be approved in Resolution No. 1123-2251.

8. Resolutions:

a. Resolution No. 1123-2250 Accept Donation to the C-GCC Library

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

WHEREAS Microfilm and Print Bound Paper Collections donated by the Hudson *Register Star* and the Catskill *Daily Mail*;

THEREFORE, BE IT RESOLVED, that the Board of Trustees of Columbia-Greene Community College approves the acceptance of the Microfilm and Print Bound Paper Collections donation to the Columbia-Greene Community College Library.

Motion: Mr. Bohnsack; Seconded: Mr. Schneier

Vote: Yes - 8; No - 0; Abstention(s) - 0

Resolution: Accepted

b. Resolution No. 1123-2251 Amend Unclassified Professional Titles

WHEREAS, pursuant to the provision of Section 35 of the Civil Service Law, the Board of Trustees of Columbia-Greene Community College is required to determine the positions which should be included under professional service as defined in Section 6306 of Education Law; and

WHEREAS, the Board of Trustees of Columbia-Greene Community College is required to amend job titles approved in professional service when necessary.

THEREFORE, BE IT RESOLVED that in accordance with Amendment to Section 35G and 35I of the Civil Service Law in relation to the unclassified positions in the community college the following title amendments should be made to the previously approved list of unclassified positions (professional) positions of Columbia-Greene Community College.

ADDITION (s):

- Director of Advancement Services
- Executive Director of Continuing Education, Training, and Workforce Development
- Executive Director of Columbia-Greene Workforce Development Board

Motion: Ms. Lee; Seconded: Ms. Konsul

Vote: Yes – 8; No - 0; Abstention(s) - 0

Resolution: Accepted

c. Resolution No. 1123-2252 Appoint Treasurer to the Board

WHEREAS, the Policies and Procedures Manual of the Board of Trustees, Article IV, Section 5.0 indicates that the Chief Financial Officer of the College shall act as Treasurer of the Board of Trustees, and

WHEREAS, the Policies and Procedures Manual of the Board of Trustees, Article IV, Section 5.0 indicates that the Chief Financial Officer of the College shall act as Treasurer of the Board of Trustees, and

WHEREAS, Ms. Amanda Bishop is now employed as the Vice President for Administration and Finance of the College

THEREFORE, BE IT RESOLVED that the Board of Trustees of Columbia-Greene Community College approves the appointment of Ms. Amanda Bishop to the position of Treasurer to the Board for a period of one year starting on November 27, 2023.

Motion: Mr. Millar; Seconded: Ms. Davis

Vote: Yes - 8; No - 0; Abstention(s) - 0

Resolution: Accepted, Rejected, Tabled

9. President's Report

a. President, Carlee Drummer:

Welcome Columbia-Greene's new Vice President for Administration and Finance, Amanda Bishop. Heartfelt thanks to Trustee Lee for serving on the Search Committee and to her fellow Trustees Bohnsack, Davis, and Schneier for attending the Open Session interviews. Many thanks as well to Nancy Rudberg for filling in so capably during this leadership transition.

AACC Commission Meeting Update

President Drummer attended the American Association of Community Colleges' fall Commission on Small and Rural Colleges meeting. The overarching theme was how to best steer our institutions in a VUCA world: Volatile / Uncertain / Complex / Ambiguous. Major discussions focused on today's learners who are looking for the "Amazon" experience (i.e., instant gratification); how to leverage Artificial Intelligence in the classroom and workplace; the need for short-term Pell Grants; the revised FAFSA Form; and Fair Labor Standards Act that proposes increasing the white-collar exemption for overtime pay by \$1,059/week (\$55,068 annualized).

Columbia-Media Archive

As mentioned during the October meeting, the Columbia Media group has donated its microfilm collection and bound copies of the earliest years of the *Register Star*

newspaper dating between 1792 and 1900 to the College. The archive will become part of the Library's New York Heritage collection.

Achieving the Dream Updates

Achieving the Dream secured philanthropic funding for an additional 18 months that will enable Columbia-Greene to continue its momentum in preparing students to succeed in the classroom and in their promoting student success for every student who walks through the doors of the College. Dr. Karen Stout, President of ATD, extended high praise for the progress Columbia-Greene has made since receiving the original grant in January 2021, and her attention has put the College in the national spotlight among other ATD institutions.

To that end, the ATD Core Team Co-Chairs, Professor Matthew Kenny, and Dean Drew Ledoux, will be presenting during a special Achieving the Dream webinar, "How Rural Community Colleges Can Sustainably Cultivate Their Economies and Communities" a week from tomorrow, November 28, from 1 to p.m. via Zoom. They will report on measurable student success outcomes as well as the community partnership project launched in summer 2022.

Publications Medals

President Drummer reported that the College captured one silver and two bronze Medallion Awards from NCMPR, (National Council for Marketing and Public Relations), the leading professional organization that serves community and technical colleges. The winning entries were the "Real People, Real Community" postcard series for the Office of Admission; *The President's Report to the Community 2021 - 2022*; and the Athletics Sponsorship brochure.

Recent Events

Our annual Holiday Craft Fair was a success with eighty vendors participating who served more than 1700 shoppers looking for special gifts this season. The event raised more than \$8,000 for the Foundation. Heartfelt thanks to Andy Baker and all of the volunteers who helped launch the holidays in grand style.

In early November, the College hosted a memorial service and unveiled a plaque in the Staff Dining Room paying tribute to Eugene Peduzzi, a long-serving employee in Buildings and Grounds. A scholarship has also been created in his honor.

On November 9, Columbia-Greene honored the heroism of those who have served or are serving in the United States military. Organized by Kevin Kropp, the annual Veterans Day observance featured moving speeches by Malcolm Nance, Executive Director of the Terror Asymmetries Project on Strategy, Tactics, and Radical Ideologies who served tours of duty in Afghanistan, Iraq, and Ukraine; Dr. Paula Shelley, a Marine Mother and Assistant Professor of Business and Technology; and First Lieutenant Ramon Velasquez, Columbia-Greene alumnus and former Student Veteran Club President. Trustees O'Hara and Bohnsack attended the event and noted this program deserves special recognition. To that end, a Certificate of Appreciation was created. Unfortunately, Kevin Kropp is unable to join us this afternoon, so in early December

we will host a special program in the Veterans' Resource Room, and Assemblymember Didi Barrett will present the plaque at that time.

b. Executive Account Director CampusWorks, Kevin David:

Mr. David gave a powerpoint presentation for an update on the PRR (Process, Reimagine & Redesign) process. By using the PRRs recommended by CampusWorks, it is the hope that we will achieve these goals to empower employees to optimize use of Banner, define a shared vision of the future state, clarify roles and responsibilities, make processes more efficient and effective, and enhance the student experience. A timeline from September to January was designed for the PRRs to take place.

10. Trustees Report

Student Trustee, Michael Liddy reported:

Athletics

The Men's Basketball Team had a strong start to the season, winning its first three home games against Hudson Valley Community College, Albany College of Pharmacy and Health Sciences, and SUNY Adirondack.

E-sports Team: The 2022-23 season has been challenging, with the team currently standing at 0-6. Upcoming games and strategies are being developed to enhance the team's performance.

Student Activities and Leadership Development

Student Senate Meetings (October 25, November 2, November 9): These meetings focused on enhancing student life and facilities, including updates on the Fitness Center and COARC Café, the establishment of a Shirt Shop, and plans for relaunching a mascot for sports games. Constitution updates and upcoming elections were also discussed. One specific facet changing the Student Trustee position to be that of a non-voting member, but an extension of the voice of the senate.

The Annual Thanksgiving Luncheon brought together 219 individuals who enjoyed comradery, holiday-themed food, and music. Attendees were encouraged to bring non-perishable donations to support the College's Student Food Pantry.

Artmaking in the Afternoon at Olana (November 18): A creative and inclusive event open to all ages, fostering artistic exploration.

On Monday, November 20 and Tuesday, November 21, members of the C-GCC Association, faculty, and Student Development will be preparing holiday-themed care packages to deliver to twelve students and families in need. They will consist of turkeys, side dishes, desserts, and cookware to support those who may not have otherwise had an opportunity to observe Thanksgiving. Many of the same students will also be recipients of the College's Giving Tree initiative, aimed at supporting families with limited means during the holiday season. We are grateful for all who have contributed to these important initiatives.

Acknowledgements and Staff Updates

On behalf of the student body, we are excited to welcome Vice President Bishop into the role as Vice President for Administration and Finance and to John Gallo as the new Director of Security and Safety. We look forward to supporting these important transitions.

This semester has been vibrant, marked by successful athletic events, engaging student activities, and impactful campus initiatives, all contributing to a positive campus atmosphere. The enthusiasm and participation in various events have highlighted the resilient spirit of our student community. From sports games to cultural events, students have shown remarkable engagement and commitment, reflecting a strong sense of campus unity.

The semester's end is not just a period of reflection on our successes but also a time to look forward to new opportunities. The high student morale at Columbia-Greene promises a continued path of engagement and positive experiences in the semesters to come.

11. Vice President's Report

a. Vice President for Academic Affairs, Student Development, and Strategic Initiatives reported:

Academic Affairs

Dr. Walsh is currently completing a review of the Office of Academic Affairs to determine short, medium, and long-term priorities. Initial findings suggest the following immediate needs:

1. Sustainability for the College in the Prison Program.
2. Ensuring compliance with MSCHE for College in the High School and Prison Programs.
3. Centralization of academic policies and procedures including a process for creation, review, and implementation.
4. Reorganization of the Office of Academic Affairs

Further priorities:

1. Hiring of the new Dean of Academic Affairs

The search process is well underway. We received sixty-three applications and have invited eight candidates to the semi-final stage.

Semi-final interviews: week commencing November 27

Final interviews: week commencing December 11 and 18 (3-4 candidates)

1. Review of the integration of Academic Affairs, Student Development, Enrollment Management, and Institutional Research.

Enrollment Management

General

We are currently in the registration and application process.

Financial Aid

Audit preparation is underway for the A-133 yearly financial aid audit (week commencing 11/27).

The Foundation has funded two student laptops which will increase the ability of the financial aid team to support students with their financial aid needs. We are grateful to the Foundation for this assistance.



Federal Student Aid (FSA) announced that the **2024-25 FAFSA** will go live by December 31, 2023, meeting the statutory requirement that the form must be available by January 1. Along with the release date, FSA announced that, while the application itself will be live, it will not begin processing FAFSA forms submitted online until January 2024. Institutions will begin receiving Institutional Student Information Records (ISIRs) by the *end of January 2024*.

We are continuing to monitor the release of the 2024-25 FAFSA for families to complete. We are setting up high school visits for January & February. There will be more 'hands on' FAFSA nights hosted by C-GCC throughout the spring semester.

Recruitment

The Admissions Office is in full recruitment mode for Spring 2024 and Fall 2024 semesters. The team is currently visiting schools and colleges in the counties, hosting *All Students Matter* events, organizing program specific information sessions, as well as our Admissions Day on December 2, 9:00 a.m.-12:00 p.m.

Student Development

Columbia-Greene Community College Association, Inc.

The Columbia-Greene Community College Association conducted its first fall meeting last month yesterday and elected new officers for the Board of Directors: Dean Drew Ledoux, President; Caitlin Twomey, Vice President; and Cassandra Whitehead, Treasurer. Kim Rhinehart-Rizzi will continue to be Secretary. Other Board members include Berne Bendel, Elizabeth Devereux, Michael Phippen, Paula Shelley, Chrischen Chung, Cheyenne Gambichler, Madilin Green, Ryan Prasenski, and Chloe Van Wagner. Serving ex officio are Nic Dyer, Mary Garafalo, Sandra George, and Bronwyn Taylor. The role of the Association is to cultivate and advance Columbia-Greene's holistic services and engagement opportunities in support of students. Joining the Department of Student Development is the College's Bookstore, Cafeteria, and Day Care Center.

Accessibility Services

On October 25, Catherine Carlson attended a 2-day professional development conference for the New York State Disability Services Council, focusing on legal guidance and trending case law from The Office of Civil Rights and SUNY System Administration. She was asked to represent Columbia-Greene and co-present on a session regarding Enhancing Supports Funding and Student with Disabilities Empowerment Day, scheduled for February 26, 2024, at the New York State Capitol Building.

Health Services

On October 23, Health Services partnered with Kelly's Pharmacy to administer another COVID and Flu Vaccine Clinic. Over one hundred employees and students have been vaccinated on campus this fall to mitigate spread of illness.

On October 24, Health Services partnered with CMH to host a Breast Cancer Awareness program during the Fall Festival.

Columbia-Greene will be welcoming Erik Swift, Clinical Pastoral Director, from Columbia County Department of Mental Health to provide in-person, emotional support to members of the campus community beginning later this month. Erik has an extensive career in counseling and spiritual direction and will assist those with

navigating life's difficulties. Additionally, he will host educational awareness and programming related to mental health and holistic wellness. He will be on campus for two days a week.

Student Success

Columbia-Greene is seeking a new Director of Student Success. The full-time Director will manage the day-to-day operations of the Student Success Center and facilitate a supportive environment by leading Columbia-Greene's academic support services including the CARES Team, success coaching, testing services, tutoring, and the early alert program. Twenty applicants with a range of experience have applied thus far, and the review committee plans to begin interviewing after the Thanksgiving break.

Community Engagement and Workforce Development

LPN Program

Work is currently underway to implement our plan to begin a Licensed Practical Nurse Program for Spring 2025. This is a comprehensive strategic initiative for the campus which will provide a much-needed work pathway through our non-credit certificate offerings. We have enlisted the services of Dr. Markowitz to assist with curriculum development, program integration, and implementation.

Strategic Initiatives

Over the coming 12 months, Dr. Walsh's Office will focus on the following four areas:

1. An integrated and strategic approach to persistence, retention, and completion.
2. Expansion into the adult learner market.
3. Support and sustainability for our special enrollment programs.
4. Greater integration of credit and non-credit offerings.

These initiatives are supported by:

1. More comprehensive use and integration of data and institutional research.
2. Further integration of technology and systems work undertaken through Campus Works.
3. Ensuring the offices which report into the VPAASDSI are appropriately structured and resourced to improve outcomes.

b. Assistant Director of Accounting, Amanda Bishop reported:

Assistant Director Bishop gave an overall report on the statement and analysis of cash balances. Our audit for the fiscal year ending 8/31/2023 is scheduled to begin next week.

Assistant Director Bishop thanked Nancy Rudberg in assisting with the financial reports that is needed for this board meeting.

Per the request of the Board of Trustees, they would like to see trend graphs year-over-year for revenue and expenses along with prior year analysis of funds comparable to current month and year.

January will be the start of the budget season. Ms. Bishop plans on working with assisting anyone with concerns on their budget and possible budget cuts for their department.

12. Announcement of the Monthly December 2023 Meeting

Monday, December 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:** Mr. Bohnsack

Vote: Yes - 8; No - 0; Abstention(s) - 0

Resolution: Accepted

Entered Executive Session at: 4:52 p.m.

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

Vote: Yes - 8; No - 0; Abstention(s) - 0

Resolution: Accepted

Exited Executive Sessions at: 5:30 p.m.

Adjournment:

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

Vote: Yes - 8; No - 0; Abstention(s) - 0

Resolution Accepted

Adjournment at: 5:30 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

November 20, 2023

Approval of the Minutes from October 16, 2023, Board Meeting

Capital Fund Expenditure

Warrant No. 54, Renovations, and Improvements C06138

Operating Warrant Approval

Warrant No. 10-23, Operating Warrant