

BOARD MEETING

*For the regular meeting of the Board of Trustees of Columbia-Greene Community College on **Monday, December 18, 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, Vice President for Administration and Finance/CFO; 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, 3:33 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: Mr. Millar; **Seconded:** Mr. Schneier
Vote: Yes - 8; No - 0; Abstention(s) - 0
Resolution: Accepted
6. **Introduction of Guests and Items from the Floor**
7. **President’s Report**
President, Carlee Drummer:
Farewell, Student Trustee Liddy
Best wishes to Student Trustee Michael Liddy who has plans to transfer to a four-year institution where he will complete his bachelor’s degree in psychology. His successor will be Marvin Morales who will be serving through the spring semester.

Godspeed!

December not only marks the end of the year but also heralds the start of new journeys for three valued Columbia-Greene employees. At the end of the month, Joan Koweek will step into retirement after leading the Columbia-Greene Community College Foundation for nearly 18 years. Under her watch, the Foundation's assets have grown to \$5.4 million, and hundreds of students have been supported through various scholarships, the Laptop Loan Program, and the Student Emergency Fund. She also captured a number of recognitions including the Athletic Director's Award (2009); Chancellor's Award for Excellence in Professional Service (2010); and President's Award for Administration (2015). Most importantly, she will long be remembered for her deep compassion for people and striving every day to make the world a better place.

Doug Colwell, the Director of Security and Safety, completed his tour of duty before heading into retirement. Since arriving at the College in June 2022, he implemented numerous and long-overdue upgrades to Columbia-Greene's security system including hiring additional Security Officers to provide more coverage as well as to enhance relations with employees, students, and campus visitors; installing a state-of-the-art camera system with AI-powered facial recognition capabilities; updating the radio system to meet the standards of Federal law; and installing an access control (FOB) system to enable instant exterior door locking in the case of an emergency by pushing a button. He looks forward to spending more time with his family and honing his golf skills.

The College also bid a fond farewell to Payroll Officer Shelly Bowes. During her two-year tenure, Shelly significantly enhanced the efficiency and accuracy of payroll operations and will be remembered for her meticulous attention to detail and dedication to her work.

Columbia-Media Archive

The Columbia Media group has donated its microfilm collection and approximately 1300 bound copies of the earliest years of the *Register Star* and *Daily Mail* newspapers dating between 1792 and 1900 to the College! The microfilm and bound collections also include the *Greene County News*, *Hudson Republican*, *Hudson Evening Register*, *Hudson Daily Star*, *The Rough Notes*, *Windham Journal*, *Mountain Eagle*, *Chatham Courier*, 19th century Hudson daily newspapers, and a number from historic newspapers from Woodstock. The goal is to have the collection on campus in early January and then determine the schedule for digitization.

Achieving the Dream Update

At the end of November, Achieving the Dream Core Team Co-Chairs, Professor Matthew Kenny, and Dean Drew Ledoux led a special webinar, "How Rural Community Colleges Can Sustainably Cultivate Their Economies and Communities" via Zoom. They reported on measurable student success outcomes as well as the community partnership project launched in summer 2022 that will help close equity gaps and strengthen the workforce.

Foundation Report

The “Reaching New Heights” annual fund campaign launched last month has raised close to \$220,000 as of today. The goal is to crest the \$250,000 mark.

“Out Alumni Are Everywhere”

The “Our Alumni Are Everywhere” photography exhibition opened earlier this month in the Kaaterskill Gallery. Featuring 30 alumni photographed by the renowned photographer David McIntyre, the show highlights the various careers made possible by a Columbia-Greene exhibition.

8. Trustees Report

Student Trustee, Michael Liddy reported:

Student Activities

The Student Lounge has had 262 visits since the last board meeting.

The Winter Celebration event was well attended with 150 being in attendance.

Student Senate voted in Marvin Morales, for the next Student Trustee for the C-GCC Board of Trustees.

Also, the Student Senate passed a vote for a merchandise shop to be a pop-up shop or something permanent for students.

The Criminal Justice Club Coat Drive received a fantastic collection of new and gently worn winter items for the C-GCC community members. They can be found inside the Student Activities Office, room 302.

Athletics

We are in the beginning stages of forming a golf team.

Farewell

This being the last board meeting for Trustee Liddy, he thanked the board for having the opportunity to represent the student body. Trustee O’Hara thanked Mr. Liddy for his commitment and service in his time as a student trustee.

9. Vice President’s Report

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

Academic Affairs*Dean of Academic Affairs*

On Friday December 15, 2023, we concluded the search for a new Dean of Academic Affairs. We have extended an offer to Dr. Micheal Nester, who currently serves as the Dean of Liberal Arts at Middlesex College in Edison, New Jersey. He will assume his new appointment at C-GCC on Monday January 29, 2023.

Dr. Walsh is currently working on an onboarding and transition plan for the new Dean, including their role in the short-, medium-, and longer-term priorities for the Office of Academic Affairs.

College in the High School

We are working to update all our contracts with the high schools engaged in our College in the High School Program. In 2024 we are resuming observations of faculty in high schools to ensure consistent academic standards and to support the teachers in delivering an extensive array of college courses.

Credit for Prior Learning

We have established a short-term working group, chaired by the Registrar, to coordinate our response to updated SUNY guidelines on granting credit for prior learning. This policy is essential to widening participation in our offerings for special populations, especially adult learners, as well as creating more defined pathways for students from non-credit courses. Policies for granting academic credit must be carefully established, and so the group is working diligently to address the complexity of this project.

Middle States Commission for Higher Education (MSCHE)

Dr. Walsh and Racheal Chubb, Director of Institutional Research, Planning and Effectiveness, attended the annual MSCHE meetings. Emphasis is being placed on a number of emerging areas which impact our work at C-GCC:

1. The further development of holistic support services which increase the effectiveness of student outcomes.
2. Emphasis on judging the *effectiveness* (not just assessment) of strategic plans and initiatives.
3. The introduction of evidence standards which accompany the 14th edition of the Standards of Accreditation and Requirements of Affiliation.
4. Updates to the regulations for the Prison Education Program.
5. Increasing the effectiveness of faculty through professional development and assessment.

Over the coming 12 months, Dr. Walsh, and Racheal Chubb, in collaboration with others, will be looking at how to embed the latest MSCHE guidelines and leading practices into the work of C-GCC.

Strategic Initiatives

Adult Learners Strategic Enrollment Plan

In 2024 we will begin implementation of the Adult Learners Strategic Enrollment Plan. Expansion into the ‘adult learner’ market is a key area of potential growth for the College.

Focus on Retention

We will also be developing a retention committee to develop and refine effective strategies to retain students and contribute to increasing the graduation rates for the institution.

Prison Education Program (PEP)

We are developing a support plan for the Prison Education Program which is growing rapidly. This is a highly complex program to manage, and it has currently outgrown the current level of administrative support which we are looking to address. As our PEP accounts for 18% of our current enrollment, it is vital that it has appropriate administrative support.

Enrollment Management

Spring 2024

The enrollment numbers for Spring 2024 are not finalized. The CARES Team, led by Dean Ledoux, is working on a retention strategy to boost retention from Fall 2023 to Spring 2024 by focusing on students who have not yet registered for classes. Part of these efforts includes reviewing small financial holds which are preventing some students from

registering for Spring 2024. Monies from the Hardship Fund can assist some of these students in continuing with their education, thanks to the generous support of our donors and the Foundation.

Student Development

Health Services

Maria Ostrander will be representing the College as a member of the Healthcare Consortium Board of Directors. The Healthcare Consortium is a rural health network made up of your friends and neighbors from the health care, business, and consumer sectors. The mission of the Consortium is to increase access to quality health care through collaboration, education, information, and service delivery.

Columbia-Greene welcomes Erik Swift, of Columbia County's Mental Health Care Coordination Team, who will be providing counseling and emotional support to members of the campus community. Erik, a Certified Spiritual Director, holds a Master of Divinity from Wartburg Theological Seminary and a Bachelor of Arts in Religion and Philosophy from Eastern Nazarene College. Erik has provided holistic support for adults and youth in a variety of capacities over the course of his 25+ year career; he will be a great benefit to members of the campus community navigating life's difficulties.

Records and Registration

52 students have completed preliminary degree certification and are on track to graduate with a degree and/or certificate this month. Their accomplishments will be recognized at the May Commencement Ceremony scheduled for May 11, 2024.

Student Success

The College welcomes Staci Scott, Testing Coordinator, to the Student Success Team. Staci is an alum of Columbia-Greene who earned a degree in Liberal Arts/Social Science. Staci will be in the Student Success Center for 15-20 hours per week coordinating the College's various testing offerings, including make-up testing, placement testing, and pre-entry testing.

Continuing Engagement, Training, and Workforce Development

The reconfiguration of the offices of Continuing Education, Training, and Workforce Development was successfully executed as of December 1, 2023. They are now located in the PAC Building.

Amanda Karch, Executive Director of Continuing Education, Training and Workforce Development, has been appointed as the Capital Region representative for the New York Association of Training and Employment Professional (NYATEP) Board.

b. Vice President for Administration and Finance/CFO, Amanda Bishop reported:

PRR will start with payroll and purchasing in January.

We currently have (2) positions open in the Business Office – Payroll Officer and Director of Accounts.

Vice President Bishop did review with the trustees the financial statements for December.

Vice President Bishop is looking forward to organizing budget hearings. The hope is for everyone to have a voice on their budgets.

10. **Announcement of the Monthly January 2024 Meeting**
Monday, January 22, 2024, at 3:30 p.m.
11. **Public Comment**
12. **Adjournment:**
Motion: Ms. Lee; **Seconded:** Mr. Millar
Vote: Yes - 8; No - 0; Abstention(s) - 0
Adjournment at: 4:16 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 18, 2023

Approval of the Minutes from November 20, 2023, Board Meeting

Capital Fund Expenditure

Warrant No. 55, Renovations, and Improvements C06138

Operating Warrant Approval

Warrant No. 11-23, Operating Warrant