

# BOARD MEETING

*For the regular meeting of the Board of Trustees of Columbia-Greene Community College on **Monday, January 22, 2024, 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 (attended via Zoom), Peter Markou, Charles Millar, Ned Schneier, and Marvin Morales, Student Trustee

**Excused:** N/A

**Others Present:** Carlee Drummer, President; Amanda Bishop, Vice President for Administration and Finance/CFO; Victoria Walsh, Vice President for Academic Affairs, Student Development, and Strategic Initiatives; and Mary Garafalo, Secretary to the Board of Trustees

1. **Call to Order, 4:00 p.m.**
2. **Roll Call, quorum present**
3. **Pledge of Allegiance**
4. **Request for Approval of Agenda**  
**Motion:** Ms. Davis; **Seconded:** Mr. Millar  
**Vote:** Yes - 9; No - 0; Abstention(s) - 0  
**Resolution: Accepted**
5. **Request for Approval of the Items in the Consent Agenda**  
**Motion:** Mr. Bohnsack; **Seconded:** Mr. Schneier  
**Vote:** Yes - 9; No- 0; Abstention(s) - 0  
**Resolution: Accepted**
6. **Introduction of Guests and Items from the Floor**
7. **Moment of Silence**  
*Christopher Michael Filli*  
*Rabbi Daniel Fried*  
*Michael Gorman*  
*Tony Thompson*

## 8. **President's Report**

President, Carlee Drummer reported:

Welcome to Student Trustee, Marvin Morales; the new Executive Director of the Foundation, Laura Goodwin; and Certified Spiritual Director Erik Swift.

Marvin is beginning his second semester at the College and is majoring in Individual Studies

Laura brings nearly three decades of experience in fundraising to the position, most recently at Girls Inc. National where she has served as the Director of Development and as an internal fundraising consultant working with the Boards and executive leadership teams of the organization's 77 affiliates around the United States and Canada.

Erik, who is a member of the Columbia County Mental Health Care Coordination Team, will be on campus two days a week providing counseling and emotional support for students and employees alike.

### **Columbia-Media Archive**

The first week in January Columbia-Greene received the microfilm collection and approximately 1,300 bound copies of the earliest years of the *Register Star* and *Daily Mail* newspapers dating between 1792 and 1900 from the Columbia Media Group. The microfilm already is accessible to the public, but the printed materials will need to be catalogued and digitized, a project that Librarian Geralynn Demarest is tackling right now.

### **Achieving the Dream**

As reported last month, the College received word that Achieving the Dream secured additional funding through June 2025 that will enable Columbia-Greene to continue its momentum in helping students achieve their academic goals.

### **Foundation**

The Foundation had another stellar year, cresting the \$1 million mark for the third time since 2021. The "Reaching New Heights" annual fund campaign – the first campaign of this type for the Foundation – generated more than \$450,000.

2024 also is off to a great start with another \$50,000 arriving this week to support the *Greene County Cares Fund*. Since 2020, Greene County will have contributed \$400,000 to help credit and non-credit Greene County students.

Also, the Catskill Rotary just endowed a \$15,000 scholarship to honor the late Roger Lane who served the 100-year-old Club for more than 50 years. And we just learned today that we will be receiving \$100,000 from the estate of Purcell Palmer, a loyal donor for many years.

**Radio Celebrity**

In other news, Mayuko Fujino interviewed Dr. Bill Cook, Professor Emeritus and Curator of the Natural History Museum, for her *Beakquency* monthly program on WGMX 90.7 FM. The show focuses on the joy and wisdom that bird enthusiasts find in our neighborhoods. The program airs this coming Saturday at 11 a.m.

**“Chronogrammie” Award**

Columbia-Greene is in the running for *Chronogram* magazine’s “Chronogrammie” as the Hudson Valley’s favorite college! The first step is to be nominated. A cast of everyone’s vote is needed every day through February 15, 2024, to be put on the ballot.

**AGB Conference**

Just a reminder that the AGB National Conference on Trusteeship is March 26 – March 28, 2024, in Boston. If you’re interested in attending, let Mary know and she’ll send more information.

**9. Trustees Report**

Student Trustee, Marvin Morales reported:

**Athletics**

Men’s Basketball Spring semester is starting off strong with a win against North Country, 83 to 73, this past weekend. Their next game is scheduled for January 27-against Onondaga Community College in Syracuse.

Fall recruitment for baseball and basketball is well-underway.

The Athletics Department is hiring head coaching positions for Softball and Women’s Basketball.

The Fitness Center re-opened for the Spring Semester.

The first meeting of the Golf Club will take place in early February. As of today, five students are committed to playing this spring semester.

**Student Activities and Leadership Development**

C-GCC welcomes Terrie King, Part Time Student Activities Coordinator, who will begin later this month. Terrie, will report to the Director of Student Activities and Leadership Development, the Coordinator will assist with the day-to-day operations of the office, event and program planning, and student-facing engagement opportunities.

This semester, Student Services will continue the great work they started in the fall and further explore campus spirit initiatives. Earlier this month, representatives from the College met with a local design firm to learn more about the process for launching a new mascot. Findings will be brought back to the Senate to discuss next steps.

On Thursday, January 18, the College hosted a New Student Welcome event for incoming students.

## 10. Vice President's Report

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

### **Academic Affairs**

#### *Dean of Academic Affairs*

Dr. Michael Nester begins his new role on Monday January 29, 2024. We are looking forward to having him at the College.

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.

#### *Creation of Academic Council*

A new management group will be introduced this semester - the Academic Council.

The Council will ensure the work of academic committees is properly coordinated, assessed, and aligns with strategic goals of the institution. It will ensure that academic affairs administration occupy their proper role in the leadership, decision-making, and accountability of academic affairs, especially related to clarity of roles within the department, compliance, and consistent adherence to policy.

The first meeting of the Academic Council took place this past Friday January 19, 2024. Members discussed the charge of the Council; the Dean of Enrollment Management search process; the progress of the CPL; implementation plans for new programs; the progress of the Digital Equity Institute; and items to bring forward to the next meeting.

#### *Credit for Prior Learning*

Work is ongoing to review and update our policy and processes for granting Credit for Prior Learning, to assist wider SUNY efforts in this matter. The CPL 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.

### **Enrollment Management**

#### *Dean of Enrollment Management Search Process*

This week we will be commencing the search process for a new Dean of Enrollment Management. We hope to attract a new leader who will build new pipelines for admissions, work diligently to leverage financial aid, play a strategic role in retention efforts, and spearhead the implementation of the Adult Learners Strategic Enrollment Plan.

#### *Fall 2024 Enrollment*

Efforts are continuing to support fall 2024 recruitment. The team is engaged in a plethora of recruitment activities and processing applications to push recruitment for the next academic year. We hope our intentional efforts to engage the adult learner market will increase the number of students able to benefit from C-GCC's unique and nurturing learning environment.

### *Admissions Activities*

The Admissions Team hosted the local School Counselor Association Meeting on campus this past Friday. Guidance counselors from a number of regional high schools gathered to hear updates from the College before commencing their meeting.

This past Saturday, the College welcomed over 80 current and prospective students to take the Nursing Program's pre-entry exam. Those who meet eligibility requirements will be added to the pipeline for the 2024-25 cohort. We are grateful to the testing team for their efforts.

Recruitment-focused programs and events in the works for this spring semester include instant admission dates, Nursing information sessions, an accepted student dinner, and FAFSA workshops to assist prospective students and families with navigating the financial aid process.

The search for a new Admissions Associate is finalizing and an offer is expected to be made mid-week. The Assistant Director and front-end roles will be posted in the very near future. We are so grateful for both Kevin and Andy's commitment and service to C-GCC over the years.

### **Strategic Initiatives**

#### *Adult Learners Strategic Enrollment Plan*

The first part of this semester will be focused on implementing the SEM for Adult Learners. This is a key growth area for the College but will require different thinking in terms of the availability and delivery of our services.

#### *Student Outcomes Committee*

Dean Ledoux and Racheal Chubb will be co-Chairing this new group which will strategically lead retention and completion efforts and look at ways to improve student outcomes through predictive analysis and intervention and evaluation of the effectiveness of programs.

#### *Prison Education Program (PEP)*

Jon Collier-Takahashi has been working on reviewing the many layers of compliance for the PEP to ensure we are appropriately registered and accountable to USDoE, DOCCS, NYSED, MSCHE, and local partner agencies.

### **Student Development**

#### *Accessibility Services*

The Office of Accessibility Services is gearing up for Student Empowerment Day, taking place at the NYS Capitol Well on February 26, 2024. Our team will bring students and staff to this important event to raise awareness of the increase in numbers of students with disabilities in higher education across the state.

OAS is also making excellent progress toward preparations for its annual transition conference for high school students with disabilities scheduled for April 18<sup>th</sup>, 2024. The Conference, co-sponsored by SUNY Delhi, invites regional high school students with

learning differences and guidance counselors to campus to learn more about the process of transitioning from high school to college.

#### *Career Success and Experiential Learning*

The Office of Career Success and Experiential Learning started this semester with career workshops during the first week of the semester for Medical Assisting students who are slated to begin their externships and Nursing students preparing to enter the workforce.

The Frisbee Agency, Greene County Sherriff's Office, Olana, and the NYS Forest Owner's Association are each providing internship opportunities for C-GCC student this semester, and the following organizations have opportunities are pending the receipt of SUNY

Funding: St. Anne's Institute, NYS Third Court Judicial District, NYS Bridge Authority and Jacob Leisler Institute.

Career Success will be launching a Life Design Pilot this Spring 2024. Life Design is an innovative approach to Career Development, which involves over 395 institutions of higher education testing and sharing successful engagement strategies to build a human-centered, inclusive framework for career services. Career Success will be partnering with the Business Division, Medical Assisting, and local employers to test tools developed in partnership with Johnson County Community College (Kansas).

#### *Records and Registration*

The Office of Records and Registration has commenced the search for a Registration and Transfer Specialist.

Revisions have been made to the Spring 2024 Calendar, which incorporates feedback provided after the rollout of the new Early Alert process in Fall 2023. All terms will now feature 2 early report periods.

#### *Director of Student Success*

The search for a new Director of Student Success is finalizing and an offer is expected to be made this week. The 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.

#### **Continuing Engagement, Training, and Workforce Development**

Dr. Walsh will be meeting with the NYSED Office of the Professions this coming week to discuss our plans for a non-credit LPN program.

**b.** Vice President for Administration and Finance/CFO, Amanda Bishop reported: Vice President Bishop reviewed with the Trustees the monthly Financial Statements as of December 2023.

We are delighted to have Andy Baker, as the new payroll officer. Also, we are in the process of interviewing for the Director of Accounting for Auxiliary Services.

This budget season we are having everyone have a voice on their budgets. A discussion will take place on the wants and needs of each department or division. We will be looking at our budget through the Strategic Plan.

**11. Announcement of the Monthly February 2024 Meeting**  
Monday, February 26, 2024, at 3:30 p.m.

**12. Public Comment**

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

**Vote:** Yes - 9; No - 0; Abstention(s) - 0

**Resolution: Accepted**

**Entered Executive Session at: 4:45 p.m.**

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

**Vote:** Yes - 9; No - 0; Abstention(s) - 0

**Resolution: Accepted**

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

**Adjournment:**

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

**Vote:** Yes - 9; No - 0; Abstention(s) - 0

**Resolution Accepted**

**Adjournment at: 5:38 p.m.**

*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

# **CONSENT AGENDA**

**January 22, 2024**

**Approval of the Minutes from December 18, 2023, Board Meeting**

**Capital Fund Expenditure**

Warrant No. 56, Renovations, and Improvements C06138

**Operating Warrant Approval**

Warrant No. 12-23, Operating Warrant