

BOARD MEETING

*For the regular meeting of the Board of Trustees of Columbia-Greene Community College on **Monday, April 21, 2025, 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; Ed Bloomer, Doreen Davis, Kelly Konsul, Maryanne Lee, Charlie Millar, Susan Timan, and Chloe VanWagner, Student Trustee

Excused: Ned Schneier

Others Present: Carlee Drummer, President; Amanda Bishop, Vice President for Administration and Finance/CFO; Victoria Walsh, Provost and Senior Vice President of Academic & Student Affairs; and Mary Garafalo, Executive Secretary to the Board of Trustee

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. Konsul; **Seconded:** Ms. Lee

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

Resolution: Accepted

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

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

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

Resolution: Accepted

6. Introduction of Guests and Items from the Floor

7. Resolution

a. Resolution No. 0425-2289 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):

- Human Resource Generalist
- Accounts Payable/Purchasing Director
- Technical Support Engineer
- Assistant Director of Academic Support and Accessibility Services

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

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

Resolution: Accepted

8. President's Report

President, Carlee Drummer:

Congratulations:

The Spring Open House was a tremendous success! Close to 120 prospective students and their guests streamed through the doors to check out the College's array of programs and tour the campus.

College's enrollment for summer is up 8.4 percent in FTE.

Congratulations to Provost Walsh who earned high praise from Dr. Randy VanWagoner, President of Mohawk Valley Community College, who chaired an accreditation evaluation site visit at the Community College of Butler County in Pennsylvania.

Vice President Bishop was appointed to the NACUBO (National Association of College and University Business Officers) Board where she will serve on the Administrative Services Committee.

Earlier this month the Greene County Chamber of Commerce invited President Drummer to be the keynote speaker at the "Women in Business" Dinner. She was deeply honored when she learned that Senator Michelle Hinchey would be present, along with Trustee Timan.

Welcome Aboard!

Last week the College welcomed Carl Norris, the new Director of Continuing Education and Workforce Development.

Albany Action

SUNY waits anxiously for the New York State Budget to pass and the possibility of having free community college tuition for adults aged 25 to 55 to obtain degrees and/or certifications in high-demand workforce development fields. Another item in the budget is an additional \$8 million in support for the community colleges. The additional support last year netted the College \$175,000.

FCCC on Campus

For the first time in a number of years, Columbia-Greene hosted the annual Spring Plenary for the SUNY Faculty Council of Community Colleges. Some 70 attendees included faculty delegates from the 30 community colleges and SUNY dignitaries Merle Tisch, Chairman of the SUNY Board of Trustees, and Chancellor John B. King. The four-day event featured

various discussions related to the challenging national environment as well as current concerns facing campuses such as economic pressures, collaboration between faculty governance and administration, student success, and the value of a college degree.

Save the Dates!

- April 22, 2025: Phi Theta Kappa and Alpha Beta Gamma Induction Ceremonies, 5:30 p.m., Theater
- April 29, 2025: Phi Theta Kappa will host its recognition lunch for the All-New York Academic Team at 11:30 a.m. in Albany at the Empire State Plaza followed at 4 p.m. by the Chancellor's Reception for Student Excellence Award winners at The Egg. Columbia-Greene's PTK honorees are Tanisha Loheit and Keely Massey, and this year's recipients of the Chancellor's Awards for Student Excellence are Student Trustee and Student Senate Vice President Chloe VanWagner and Student Senator Jayden Cross.
- May 6, 2025: Nurses' Pinning Ceremony, 6 p.m., Theater
- May 10, 2025: 55th Commencement, Gymnasium

Farewell, Mary!

This is Mary Garafalo's last "official" Board meeting before her retirement on May 2. However, she has agreed to help onboard her successor. A standing ovation was given to honor Mary.

9. Trustees Report

a. Student Trustee, Chloe VanWagner:

Student Engagement

- Continued to roll out a diverse programming and support a number of offices with their programs this semester.
- Supported the leadership development of seven students who participated in the President Circle Brunch, a dynamic event that saw two students give a speech and all student network with donors and lead them around campus.
- Working with students interested in starting clubs including a Student Magazine, a Chess Club, and a Crochet/Knitting Club.
- Working with faculty club advisors to raise club activity on campus. The Conservation Club is now the Outdoor Wellness Club.
- Purchased over 200 flowers for a designated area of the campus that the Outdoor Wellness Club selected; students will join us tomorrow to plant these flowers and seeds.
- 19th Student Recognition Ceremony will take place this Thursday at the spring picnic, where student leaders will be celebrated as well as an opportunity for us to come together as a campus.
- Continuing to develop the story of who we are as a community, the first annual Green and Gold Ice Cream Social was piloted. At this event, senators encouraged students to vote on increasing the student activity fee. The increase passed.
- Student Senate approved a \$20k budget increase for Student Engagement for next year, which will see an expansion of exciting events and opportunities

b. Trustee Doreen Davis, Chair of the Presidential Search Committee, gave an update on the Presidential Search:

We have evaluated over 70 applications received across the country. The Search Committee membership comes from both counties. It includes representation of faculty, administration, staff, students, trustees, and the community at large. Final

interviews will be scheduled for the week of May 5, which will give candidates time to interact with our community. The selection process continues with actions that include our colleagues from SUNY, the SUNY Chancellor, and the SUNY Board of Trustees.

10. Vice President and Provost Reports

a. Vice President for Administration and Finance/CFO:

Financial and Operational Update – March 2025

Total cash disbursements for the month of March were \$1.76 million. We began the month with a cash balance of \$2.8 million and received \$5.27 million in revenue, resulting in an ending cash balance of \$6.3 million, an increase of \$3.5 million from the prior month. The notable increase in fund balance is attributed to sponsor payments received from both counties, State Aid, and a Federal Aid payout during the month.

As of today, the college's bank balance stands at \$6.1 million.

On a year-over-year basis, revenue has increased by \$1.3 million. Expenses have also risen by \$1.27 million, with the most significant growth seen in employee benefits, followed by contractual expenses.

We are currently in the final stages of the annual audit, with the anticipated completion date set for May 1st.

Budget templates have been distributed to the majority of account holders, with the remaining templates scheduled to be sent out this week. Upon receipt, Provost Walsh and Vice President Bishop will meet individually with account holders to review submissions and finalize departmental and program-level budgets.

Ms. Bishop has initiated preliminary discussions with a firm called Three+One, which specializes in helping municipalities and educational institutions optimize cash management strategies to maximize interest income. They have conducted an initial review and identified opportunities to enhance the return on our current fund balance. Specifically, they noted that approximately \$1 million could be allocated to a 3- to 6-month certificate of deposit (CD) to yield a higher return. Additionally, they recommended that \$2 million be moved to a high-interest savings account that remains more liquid and accessible should the need arise.

These conversations are still in the early stages, and no decisions have been made at this time. Vice President Bishop will continue to evaluate the potential benefits and risks, and plan to bring a more detailed proposal to the next Finance Committee meeting for review and discussion before proceeding with any actions.

This Wednesday, the leadership team will meet with the Columbia County Finance Committee to provide additional context to data requested at a prior meeting. This included information related to FTEs, capital chargebacks, and our Institutional Sustainability Plan. An executive summary of the plan has been submitted in advance, and we will be available to address any questions during this meeting.

Additionally, we have contacted Columbia and Greene County Finance Committees to schedule meetings to review our budget projections in preparation for final approval following the Board of Trustees' vote in June.

Lastly, we are finalizing the Memorandum of Understanding (MOU) with SUNY Administration for the High Needs Grant, which C-GCC will manage on behalf of multiple SUNY institutions. This grant totals \$1.4 million, and our role as fiscal agent will generate \$105,000 in direct cost reimbursement to the college. This opportunity marks a significant step forward in diversifying our revenue streams beyond traditional enrollment-based funding.

b. Provost and Senior Vice President for Academic and Student Affairs, Victoria Walsh:

With many updates given at the Academic Affairs Committee Meeting, Provost Walsh added these comments:

PEP program – we were concerned of a loss, due to the strikes at the correctional facilities. We are glad to announce that at the end of last week – 90% classes have resumed at the facilities. Provost Walsh thanked all who were involved to make the program keep moving forward.

Green Haven Correctional Facility graduation is scheduled for the end of May.

11. Announcement of the Monthly May 2025 Meeting

Monday, May 19, 2025, at 3:30 p.m.

12. Public Comment

Danielle Palleschi read a letter to the Board of Trustees of a request for an extension of the current lease for the Columbia-Greene Workforce Office and Career Center. The letter went into detail of the provided services which the Workforce and Career Center support.

The letter was signed by Rebecca Preusser, Center Director; Jeanette O’Neil, Assistant Director; Holly Wanek, Assistant Director and Danielle Palleschi, Disability Resource Coordinator.

They are hoping the board would consider extending their lease, to provide vital services to the community.

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. Millar; **Seconded:** Ms. Lee

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

Resolution: Accepted

Entered Executive Session at: 4:34 p.m.

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

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

Resolution: Accepted

Exited Executive Sessions at: 6:15 p.m.

Adjournment:

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

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

Resolution Accepted

Adjournment at 6:16 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

April 21, 2025

Approval of the Minutes of March 17, 2025, Board Meeting

Operating Warrant Approval:

Warrant No. 03-25, Operating Warrant