BOARD MEETING MINUTES

*For the regular meeting of the Board of Trustees of Columbia-Greene Community College on **Monday, August 18, 2025, at 3:30 p.m**. in **Room 614** on the College campus, 4400 Route 23 Hudson, New York. The following matters are submitted for consideration and action:*

Present: Ed Bloomer, Mackenzie Campbell, Doreen Davis, Joseph Giovannelli, Kelly Konsul, Charlie Millar, Peter O'Hara, Ned Schneier, Susan Timan

Others Present: Amanda Bishop, Victoria Walsh, Mel Bruschetti, Jon Coller-Takahashi, Andrew Ledoux, Maria Ostrander, Joel Phelps, Mike Pippen, Latasha Powell, Caitlin Twomey, Stacey Hill

1. **Call to Order:** 3:29pm

2. **Roll Call**

3. **Pledge of Allegiance**

4. **Request for Approval of Agenda**
   Motion: Ned Schneier **; Seconded**: Ed Bloomer
   Vote: Yes - 9; No - 0; Abstention(s) - 0
   Resolution: Accepted

5. **Request for Approval of the Items in the Consent Agenda**
   Motion: Doreen Davis**; Seconded**: Charles Millar
   Vote: Yes - 9; No - 0; Abstention(s) - 1 Susan Timan from Resolution 0825-2301
   Resolution: Accepted

6. **Introduction of Guests and Items from the Floor**

7. **Resolutions:**

   a. **Resolution No. 0625-2293 Amend Tuition and Fee Schedule**
   WHEREAS, it is the responsibility and duty of the Board of Trustees of community colleges to establish tuition and fees under Section 604.2, Codes, Rules, and Regulations of the State of New York, 8 Education (B); and
   WHEREAS, it is the intent of the Board that tuition and fees remain nominal to attract local students to the college; and
   WHEREAS, the College recommends the adoption of the attached schedule of tuition and fees;

THEREFORE, BE IT RESOLVED that the Board of Trustees of Columbia-Greene Community College agree that the attached schedule of tuition and fees for 2025-2026 be approved for submission to the Counties with a recommendation for their approval.

Motion: Ned Schneier**; Seconded**: Ed Bloomer
Vote: Yes - 9; No - 0;Abstention(s) - 0
Resolution: Accepted

b. **Resolution No. 0825-2296 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):
- Disability Resource Coordinator
- Executive Dean of Teaching and Learning
- Vice President for Student Success
- Chief of Staff and Special Assistant to the President for Strategic Initiatives

Motion: Ed Bloomer**; Seconded**: Kelly Konsul
Vote: Yes - 9; No - 0; Abstention(s) - 0
Resolution: Accepted

8. **President's Report**
Opening Remarks
I want to acknowledge that this is my first report as President of Columbia-Greene Community College, and it is both an honor and privilege to serve the institution in this role. Since July 1, the College has been working hard to get ready for the new academic year which officially opens with Convocation this coming Friday at 8.30am. Classes begin on Monday August 25, 2025. It will be wonderful to welcome the faculty and the students back after the long summer break.

I add my welcome to our new trustees, Mackenzie Campbell and Joe Giovannelli. I look forward to working with both of you and all of the trustees as we strive to move the College to the next level of excellence.

At the start of this new academic year and this new administration, the College is poised for continued success and growth. It is important that we harness this time of newness and energy, to build the community of C-GCC, and to ensure the students have what they need for success in their academic and career journeys.

Enrollment and Student Success

At this time, it is hard to give a solid enrollment report as the PEP and CIHS populations have not begun registering. We are hopeful to have classes running at the Green Haven Correctional Facility; Greene Correctional Facility is still in discussion but are positive some classes will run. Dean Phelps is the point of contact for both facilities. I am pleased to report that we are seeing gains in our on-campus enrollment population. One important trend we are seeing is a growing number of adult (non-traditional) students, as a result, we are seeing an increase in the number of part-time students and therefore a reduction in credits, even though headcount is up. At the next board meeting, we will provide a more robust enrollment report to trustees.

We are seeing some positive gains through the SUNY Reconnect program. 8-10 new students are eligible for the program, but where we have seen the most significant gain is in retention with 66 returning students able to continue their studies because of the Reconnect program.

This coming Thursday, we are welcoming over 250 students and 95 guests to new student orientation. I want to thank Caitlin Twomey and Ember Traino for their work on this over the summer break. We have a reimagined orientation program for students and are looking forward to having freshmen and senior nursing students back on campus for their studies.

Academic Affairs

I can confirm that our LPN program has now received approval by both SUNY and the NYSED Office of the Professions. This is wonderful news. During their campus visit, NYSED commented on the quality of the program, and I want to thank Dean Powell for her leadership in getting the program through the many layers of approval in only 6 months.

Over the summer Dean Powell has planned extensive faculty training and development for the nursing department. This included training the faculty on the new ATI learning support technology, competency-based curriculum planning with Dr. Markowitz, and training from Laerdal who are experts in simulation technology in nursing. The Nursing Simulation Center is nearing completion. We have invested over $600,000 in the latest, state-of-the-art simulation equipment. Our lab will now include a birthing unit where students can experience high fidelity maternity simulated experiences. Once the lab is complete, we will ensure the board can see the developments. We are working with the Chancellor’s Office to have him visit to open the lab as part of his SUNY Reconnect tour.

Congratulations to the now Doctor Geralynn Demarest. Dr. Demarest achieved her doctorate over the summer. Her research focused on how mindfulness can impact student success. We are incredibly proud of her academic achievements and look forward to learning from her research and scholarship.

Dr. Stacey Hills completed the SUNY SAIL Leadership Program over the summer.

Our own Dr. Nikki Childrose was a guest faculty member at the SUNY SAIL Department Chair Academy.

We are incredibly proud of the 23 graduates at Green Haven Correctional Facility. I was joined by Amanda Bishop, Dean Ledoux, and Sara Celt, for a moving and joy-filled Commencement Ceremony.

Finance and Administration

Amanda Bishop will give a more detailed finance report in her update.

I want to thank the maintenance team for all they have done to move the Nursing Simulation Center forward.

External Affairs

As part of my initial weeks and months I have either met or planned to meet our county partners and other local, political figures. Congressman Josh Reilly is visiting campus on August 25. We are planning for this visit.

The C-GCC budget was passed by the Columbia Board of Supervisors last week. We are presenting the budget to the Greene finance committee tonight. We remain grateful to our county sponsors who continue to support the college financially and in a plethora of ways.

I have been asked to join the SUNY Presidents' Consultative Committee for the Chancellor's Academic Momentum Campaign. This will be a transformative program for student success across the SUNY System aimed at improving student outcomes. I will present more about this campaign at the September meeting.

Strategic Planning

Racheal Chubb and Jon Coller-Takahashi are working on the process which will be used to develop the next strategic planning for the institution. We are anticipating developing a 5–6-year strategic plan and vision which will carry the institution through the next MSCHE accreditation visit. For now, the College will continue to follow the Institutional Sustainability Plan which we began last year.

Leadership Team Redesign

The College is going through a redesign of the leadership team to enable greater focus on the strategic goals of the institution.

The Executive Dean for Teaching and Learning (CAO) is out for hire and will close tomorrow. The search committee will be co-Chaired by Professor Mike Phippen and Assistant Dean of Academic Affairs, Ember Traino. Dean Ledoux is providing executive support to the process. The Chief of Staff and Special Assistant for Strategic Initiatives role and the Vice President for Student Success role are both out for internal hire. The closing date is August 22, 2025.

I will update the Board when these positions are filled.

Conclusion

These are the highlights for the institution at the current time. I am very excited for the start of the new academic year. If there is anything you need from me, please do not hesitate to reach out.

9. **Trustees Report**
   none

10. **Vice President Report**
    Warrant #07-25
    Cash disbursements for July totaled $2.0M. The College began the month with a cash balance of $7.1M and received $2.4M in income, bringing the total available balance to $9.5M. After accounting for the $2.0M in disbursements, the month closed with an ending cash balance of $7.5M.

    Statement of Cash Balances
    The July ending cash balance of $7.5M reflects a $400K increase over June's ending balance of $7.1M.

    Revenue & Expenses
    Year-to-date (YTD) revenue through July 31 totals $18.9M, representing an increase of $2.5M compared to the same period last year.
    YTD expenses through July 31 total $19.3M, which is $2.0M higher than the prior year's $17.1M. This increase is largely attributable to early retirement incentives and a reduction in force, which contributed to a $1.17M increase in employee benefits and a $517K increase in personnel services year-over-year.

    Audit Update
    The 2023–2024 audit is in its final stages. Draft financials have been received, and staff are working through adjustments. A finalized version will be presented to the Board of Trustees at a later date.

    Systems and Process Improvements
    We are actively collaborating with SIG and SICAS to identify and address system gaps. The goal is to strengthen our operating systems, streamline financial reporting, and

enhance the student-facing side of our operations for greater efficiency and user experience.

Engagement with County Sponsors
We are working with the Columbia County Finance Committee to establish quarterly meetings, providing regular updates and fostering stronger engagement with our county sponsor. While Greene County has not formally requested additional meetings, we are extending the same opportunity to ensure both counties remain fully informed and aligned with the College's financial status.

11. **Announcement of the Monthly September 2025 Meeting**
    Monday, September 15, 2025, 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: Doreen Davis; **Seconded:** Susan Timan
    Vote: Yes - 9 ; No - 0; Abstention(s) - 0
    Motion: Accepted

    Entered Executive Session at: 3:57pm

    Motion: Doreen Davis; **Seconded:** Ned Schneier
    Vote: Yes –9 ; No 0 ; Abstention(s) - 0
    Motion: Accepted

    Exited Executive Session and reentered public session at: 5:13pm

    Resolution No: 0825-2306 to Amend President Emerita Policy

    WHEREAS, the Board of Trustees of Columbia-Greene Community College is empowered to adopt general policies for the operation of the College; and

    WHEREAS, the Board of *Policy Manual,* Section 20.0, states the granting of Emerita/Emeritus status be given to a President, Dean, or administrator who has left after at least 15 years of service; and

    WHEREAS, the Board of Trustees reserves the right to amend such policies;

    THEREFORE, BE IT RESOLVED, the Board of Trustees makes a singular exception to the *Board Policy Manual*, Section 20.0, to allow the Board of Trustees the ability to grant Emerita status to President Carlee Drummer, for her notable service to the institution.

Motion: Ned Schneier**; Seconded:** Charles Millar
Vote: Yes - 8 ; No - 0; Abstention(s) - 1
Resolution Accepted

14. Adjournment:
Motion: Kelly Konsul**; Seconded:** Ned Schneier
Vote: Yes - 0 ; No - 0; Abstention(s) - 0
Motion Accepted

Adjourned at: 5:14pm

CONSENT AGENDA

August 18, 2025

Approval of the Minutes from June 16, 2025, Board Meeting

Operating Warrants Approval:

a. Warrant No. 06-25, Operating Warrant
b. Warrant No. 07-25, Operating Warrant

Resolutions:

a. Resolution No. 0825-2297 Appoint Executive Secretary to the Board
b. Resolution No. 0825-2298 Appoint Treasurer to the Board
c. Resolution No. 0825-2299 Monthly Board Meetings
d. Resolution No. 0825-2300 Approve Area-Wide Public Information Representatives
e. Resolution No. 0825-2301 Approve the Financial Institutions for the Deposit of College Funds
f. Resolution No. 0825-2302 Change the Authorized Signatories for the Columbia-Greene Community College and Bank of Greene County
g. Resolution No. 0825-2303 Approve the Part-Time Hourly Rate 2025-2026
h. Resolution No. 0825-2304 Approve the Part-Time Hourly Rate for Security 2025-2026
i. Resolution No. 0825-2305 Approve the Salary Schedule for Administrators and Classified Exempt Staff

Doreen Davis

Doreen Davis
Board Chair

Wendy Oberdick

Wendy Oberdick
Executive Secretary to the Board