

## Minutes

The Board of Trustees meeting of Columbia-Greene Community College was held on **September 20, 2017** on the college campus, 4400 Route 23, Hudson, NY 12534 at 5:30pm.

**Present:** Edward Schneier, Chairman; William Haltermann, Vice Chairman; Mr. Phil Abitabile, Bruce Bohnsack, Rosemary Lewis, Barbara Slutzky, Kenneth Wilber, Sabra Simon, Student Trustee

**Excused:** Mr. Peter O'Hara, Secretary

**Others** James Campion, President; Phyllis Carito, Vice President and Dean of Academic Affairs;

**Present:** Dianne Topples, Vice President and Dean of Administration; Joseph Watson, Vice President and Dean of Students and Enrollment Management; Joan Koweek, Director of Development & Alumni Affairs; Jaclyn Stevenson, Director of Public Relations; Michael Phippen, Professor of Transitional Studies; Christine Perry, Executive Secretary to the Board

1. **The meeting was called to order at 5:30pm by Edward Schneier, Chairman**

2. **Roll Call, quorum present**

3. **Pledge of Allegiance**

4. **Approval of Agenda**

**Motion:** Mr. Abitabile                      **Seconded:** Mr. Bohnsack

**Vote:** Yes: 8 No: 0                      **Abstention(s):**

**Resolution:**     Accepted     Rejected     Tabled

5. **Approval of Minutes**

**Motion:** Mr. Abitabile                      **Seconded:** Mr. Bohnsack

**Vote:** Yes: 6 No: 0                      **Abstention(s):** Mr. Haltermann and Mr. Wilber

**Resolution:**     Accepted     Rejected     Tabled

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

*Chairman Schneier welcomed guests including retired Professor Sue Powell.*

7. **Motion made to move the order of the Agenda**

Move Resolution 0917-2062

**Motion:** Mr. Haltermann                      **Seconded:** Ms. Lewis

**Vote:** Yes: 8 No: 0                      **Abstention(s):**

**Resolution:**     Accepted     Rejected     Tabled

## 8. Moment of Silence

*President Campion asked for a moment of silence for Mr. Ed Habeck, who was instrumental in establishing our automotive program; Mr. John Ashbery, Pulitzer Prize winning poet who lived locally; Mr. Robert Luther, Columbia-Greene Community College President from 1984 – 1988; and Mr. Eugene Hatton, Greene County Legislator and great friend to the college.*

## 9. Resolution No:0917-2062 Designating Professor Emeritus Status to Susan M. Powell

WHEREAS, the Board of Trustees of Columbia-Greene Community College at its meeting on May 27, 1986 authorized the granting of emeritus status to faculty who have retired from the College after at least 15 years of service, who had held the title of professor prior to retiring, and whose service had been judged exemplary, and

WHEREAS, Professor Susan M. Powell has retired from the College after three decades of outstanding service, and

WHEREAS, Professor Susan M. Powell obtained the rank of full Professor, and

WHEREAS, during her tenure at the College, Professor Susan M. Powell served on numerous college committees, developed new courses, lectures and labs, served as co-advisor of PTK, presented professional development seminars, received the President's Award for Faculty and

THEREFORE BE IT RESOLVED that the Board of Trustees of Columbia-Greene Community College hereby bestows upon Professor Susan M. Powell the designation of Professor Emeritus effective upon passage of this Resolution, with all rights, privileges, and honors thereto pertaining, and

BE IT FURTHER RESOLVED that the Board of Trustees of Columbia-Greene Community College directs that Professor Susan M. Powell being named with the designation of Professor Emeritus be so noted in appropriate publications of the College henceforth.

**Motion:** Mr. Haltermann                      **Seconded:** Mr. Abitabile

**Vote:** Yes:   8   No:   0                        **Abstention(s):**

**Resolution:**     Accepted     Rejected     Tabled

*Chairman Schneier presented Professor Powell a plaque with the signed resolution granting her Professor Emeritus status. The Board, and President Campion thanked her for her many years of dedication and service to the college and wished her much success in her retirement.*

## 10. Financial Report

*Ms. Topple went through the financial reports. Ms. Topple and President Campion spoke about the Comptroller's Office audit. It started on August 8, 2017 and will finish in early September. The official draft will be ready in either late December or early January and the auditors will present their findings in person to the Board. Mr. Abitabile asked who presents the findings to the counties, with President Campion responding that he will share the audit findings with each county.*

**11. Operating Warrant Approval**

a. Warrant No. 08-17

**Motion:** Mr. Bohnsack**Seconded:** Ms. Slutzky**Vote:** Yes: 8 No: 0 **Abstention(s):****Resolution:**  Accepted  Rejected  Tabled**12. President's Report**

- *President Campion spoke about the capital improvement project. The college is seeking five million from each county. The resolution passed in the Columbia County Board of Supervisors September meeting, and goes to the Greene County legislature this month. If approved by Greene County, the project proposal will then go to the SUNY Community College Capital Program Office. If approved, the monies received from the counties is matched by SUNY.*
- *President Campion gave an update on the Excelsior Scholarship for our students. About 30 students of which 27 are 1<sup>st</sup> year and 3 2<sup>nd</sup> year are taking advantage of the program. That is about 2<sup>1/2</sup> % of our student population. Ms. Lewis asked for clarification on how the college is paid by this program. President Campion explained that the first semester the college is paid up front but next semester will be paid retroactively.*
- *At this time, Mr. Martin Smith's seat is vacant. The Columbia County Board of Supervisors is responsible for filling his seat.*

**13. Resolution No. 0917-2059 Appoint Executive Secretary to the Board**

WHEREAS, the Policies and Procedures Manual of the Board of Trustees, Article IV, Section 10.0 indicates that the Assistant to the College President shall serve as Executive Secretary to the Board of Trustees, and

WHEREAS, Ms. Christine Perry now holds the position of Assistant to the College President,

THEREFORE BE IT RESOLVED that the Board of Trustees of Columbia-Greene Community College approves and confirms the appointment of Ms. Christine Perry to the position of Executive Secretary to the Board of Trustees for a period of one year beginning with the September 2017 meeting of the Board of Trustees to perform the duties detailed in this section and other duties which might be assigned.

**Motion:** Mr. Haltermann**Seconded:** Ms. Lewis**Vote:** Yes: 8 No: 0 **Abstention(s):****Resolution:**  Accepted  Rejected  Tabled

**14. Resolution No. 0917-2060 Appoint Treasurer to the Board**

WHEREAS, the Columbia-Greene Community College Board of Trustees Policies and Procedures Manual, Article IV, Section 5.0, indicates that the Chief Fiscal Officer of the College shall act as Treasurer to the Board, and

WHEREAS, the position of Vice President and Dean of Administration at the College is designated as the Chief Fiscal Officer of the College, and

WHEREAS, Ms. Dianne Topple is now employed as the Acting Vice President and Dean of Administration of the College.

THEREFORE BE IT RESOLVED that the Board of Trustees of Columbia-Greene Community College approves the appointment of Ms. Dianne Topple to the position of Treasurer to the Board for a period of one year beginning with the September 2017 meeting of the Board and continuing until the August 2018 meeting of the Board.

**Motion:** Mr. Wilber                      **Seconded:** Mr. Haltermann

**Vote:** Yes: 8 No: 0      **Abstention(s):**

**Resolution:**     Accepted     Rejected     Tabled

**15. Resolution No. 0917-2061 Set Time of Monthly Meetings**

WHEREAS, the Columbia-Greene Community College Board of Trustees' Policies and Procedures Manual, Article V, Section 2.0, indicates that the regular meeting of the Board shall be held once each month at a time and place to be determined by resolution of the Board, and

WHEREAS, it is the intention of the Board to hold such monthly meetings on the Greenport campus of the College with the exception of designated meetings off campus,

THEREFORE BE IT RESOLVED that the Board of Trustees of Columbia-Greene Community College sets the date of the monthly meetings of the Board as the third Monday of each month on the Greenport, New York, campus of the College, with the exception of the January and February meetings. These meetings will be held on January 22 and February 26, 2018. All Board meetings will begin at 5:30p.m.

**Motion:** Ms. Slutzky                      **Seconded:** Mr. Haltermann

**Vote:** Yes: 8 No: 0      **Abstention(s):**

**Resolution:**     Accepted     Rejected     Tabled

**16. Trustee Reports**

a. Edward Schneier, Chairman of the Board discussed:

- *The NYCCT conference that is held in Syracuse, and the importance of this conference in engaging and training Trustees to become advocates for their community college at the State level.*
- *Projections for this year's base aid breakdown of funding for the college is State aid 20%, tuition and fees 30% and the counties 50%. We need to have real discussion, which may involve holding a retreat to discuss long range planning. MR. Schneier referenced the Board's goals.*

b. Sabra Simon, Student Trustee reported:

- *Welcome Week: All students had access to free bagels, coffee and fruit and were invited to a BBQ*
- *Athletics, Political Science Club and Student Activities sold shirts at the BBQ and the proceeds went to the Hurricane Harvey Victims.*
- *The Scholar's Ball was on September 9th. Three scholarship recipients participated, and reflected on their life experience and their experience at Columbia-Greene Community College and how the scholarship benefitted their education.*
- *The 9/11 Memorial ceremony took place at the 9/11 Memorial by the flagpole. Students and Staff came to remember and reflect on the tragic event.*
- *September 11th was the last day for students to add classes.*
- *Student Senate had their first meeting on Thursday, September 14th and will again on Thursday, September 21st.*
- *A trip to Citi Field is scheduled for Saturday, September 23rd.*
- *Women's and Men's Basketball practice has started and will have tryouts coming soon.*
- *Softball and Baseball has also started practicing for their "Fall Ball" Season.*
- *The last day to drop classes is Monday, September 25th.*
- *All students were issued New Identification Cards.*

## 17. Dean Reports

a. Phyllis Carito, Vice President and Dean of Academic Affairs reported:

- *August 22, 2017 Associate Professor of Computer Science, Clint Mossman attended the Digital Marketing Conference in Albany NY. The College faculty is currently looking at new course and program opportunities in this field.*
- *September 4, 2017 SED approved the Construction Technology certificate. With this approval Professor Bill Mathews will move forward on preparing the certificate for a fall 2018 start. Professor Mathews will coordinate faculty and equipment to get this new program off the ground. He has dedicated a lot of time and effort into this and we are pleased to now have full approvals across SUNY and SED.*
- *For the first time this fall courses have been extended to Greene Correctional Facility. Assistant Dean Carol Doerfer worked with Hudson Link to create an MOU, and requested an additional location approval from MSCHE to give the opportunity for students to take courses and potentially complete associate degrees while incarcerated. The Academic Dean approved three courses for fall and currently 48 students were added to the fall semester. The program will collect FTE, with Hudson Link covering tuition, and adjuncts as well as full-time faculty being able to teach at the facility. Hudson Link is a non-profit organization that has worked with other community colleges and has had good success at decreasing recidivism in the formerly incarcerated and released population.*
- *September 13 through September 17 Professor of Nursing Diane Lew-Snider attended the NLN National Education Summit in San Diego CA, serving as the President of the organization.*
- *On September 14, 2017 Columbia-Greene hosted a SUNY Council on Assessment Leadership Program in the PAC and in conjunction with UBuffalo. Attendees here and remotely at UB spent the morning discussing the ongoing SUNY Center for Professional Development courses on assessment. Participants*

*included faculty, Deans, directors, and college staff. The program includes a course co-developed by CGCC Assistant Professor Nicole Childrose and Chris Price from SUNY CPD. The afternoon session included a workshop for mentors and mentees to begin planning phases of assessment projects. Assistant Professor Leslie Rousseau attended as a NAC committee mentor working with Lisa Aymong, the outcome coordinator at Suffolk Community College. Participants in the event onsite reported enjoying the setting, hospitality, and Sean's "Rip Chips" as part of lunch. Appreciation to Nicole Childrose for working with SUNY, keeping CGCC as an active participant in SUNY Council on Assessment, and for setting up and hosting alongside UB.*

- *Beautifully rendered paintings by Marianne Van Lent are on display in the Foundation Gallery. River Paintings will be available through October 6, 2017.*
- *Assistant Professor Nicole Childrose was asked to be a guest blogger on the OPEN SUNY COTE Hub. Her piece "How Online Teaching Found Me" was posted on September 5.*

b. Joseph Watson, Vice President & Dean of Students and Enrollment Management reported:

- *Enrollment*

*Admissions Applications are up 3.1% and currently there are more part-time than full-time students.*

*College in the High School/Early Admit Program is continuing to accept and register students.*

*Zone Registrations and Late Registration occurred during the summer and faculty and staff met with over 80 students. Not-attending reporting is taking place right now with the faculty reporting to Registration the non-attenders in their classes.*

*Daycare reports they have 38 children and are gearing up for their payroll deduction donations and the wreath fundraiser is coming up soon.*

*Marc Miller has been promoted to Acting Admissions Counselor.*

- *Recruitment & Outreach*

*The Admission Staff will begin their fall recruitment season visiting high schools and other colleges. We have expanded our footprint beyond our two counties, and this includes working with our academic and non-academic departments to achieve this.*

*We were at the Columbia County Fair and sponsored "Friday - Columbia-Greene Community College Day" and the Schoolgirl Queen pageant.*

*Other summer events and Community Days we attended included The Black Arts Festival, the Bangladesh Fest for the second year, and Greene County Youth Fair.*

*October 2 is SUNY OpInform, which will be hosted on our campus for the first time in ten years. Guidance Counselors from the Hudson Valley Region have an opportunity to come to our campus and through informative session hear what we and SUNY as a whole have to offer.*

*College Night/ Open House is October 17.*

- *Retention*

*Student Activities is working with Barbie Shaffer to do POP Up Programs, like the Human Foosball. Thanks to Barbie and Karen Fiducia for setting everything up.*

*Mentor Program: we have almost 80 mentees with employees who volunteer as mentors. Mentor/Mentee mixer will be coming up soon.*

*Student-Athlete Workshops have been held with over 40 Athletes in attendance.*

*Student of Concern (BCAT)-Behavior Intervention Assessment Team will continue to meet regularly.*

- *Orientations*

*Orientations that occurred at the end of August included: Adult Student (held in the evening) (22 attended); New Student Orientation (held during the day) (160 attended); (67) family members and students attended. Thank you to everyone who helped as they were all well received.*

- *Athletics*

*Richanna Lindo is at the region III Athletic Director meeting in Syracuse.*

## **18. Other**

*President Campion reported that he will be attending the NYCAAP conference later this month which is held at SUNY.*

*Chairman Schneier asked about SUNY tuition and if there is a cap, to which President Campion said that there is. He also asked about the college having a table at the Hillsdale Farmer's Market as it is well attended. Dean Watson responded that Admissions has attended the Hudson Farmer's Market and will pass along Mr. Schneier's suggestion to his staff.*

*Mr. Abitable asked about the Board Objective which was formulated in the spring and the Unit Assessment. It needs to be updated.*

*Jaclyn Stevenson, Director of Public Relations presented pictures of the new pole banners that will replace the 50<sup>th</sup> anniversary ones. They were well received by the Trustees. She also talked about the interactive pop-up events that are scheduled throughout the semester, including human foosball that took place on September 12<sup>th</sup>. Karen Fiducia and Barbara Shaffer built it out of haybales and pvc pipes. A great time was had by all.*

*Joan Koweek, Executive Director of Columbia-Greene Community Foundation reported that the 2017 Scholars Ball was a success, and faculty speaker, Assistant Professor Steven Gavlik, and the student speakers, including Student Trustee Sabra Simon were very well received by the guests at the ball. Joan thanked the Trustees for their continued support for the Foundation. She went on to report that the Foundation Board was meeting the next morning for its quarterly meeting and that the 11<sup>th</sup> Annual Fall Auction is on Saturday, November 4<sup>th</sup> at 4:00pm.*

## **19. President's Travel Approval List**

Travel requests approved by President Campion were reviewed.

## **20. News Release Summary**

The summary from the Public Relations department was reviewed.

## **21. Announcement of October meeting**

The next Board of Trustee meeting will be held on Monday, October 16, 2017 at 5:30pm in the Board Room.

**22. Executive Session**

An executive session was called for discussions regarding proposed, pending or current litigation

Entered executive session at 6:30pm

**Motion:** Mr. Wilber                      **Seconded:** Mr. Haltermann  
**Vote:** Yes: 8 No: 0                      **Abstention(s):**  
**Resolution:**     Accepted     Rejected     Tabled

Exited executive session at 7:01pm

**Motion:** Mr. Abitabile                      **Seconded:** Ms. Slutzky  
**Vote:** Yes: 8 No: 0                      **Abstention(s):**  
**Resolution:**     Accepted     Rejected     Tabled

**23. Adjournment**

**Motion:** Mr. Bohnsack                      **Seconded:** Mr. Abitabile  
**Vote:** Yes: 8 No: 0                      **Abstention(s):**  
**Resolution:**     Accepted     Rejected     Tabled

Meeting adjourned at 7:04pm

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William Halterman  
Vice Chairman, Board of Trustees

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Christine Perry  
Executive Secretary to the Board