

Minutes March 19, 2018

The Board of Trustees meeting of Columbia-Greene Community College was held on **March 16, 2018** on the college campus, 4400 Route 23, Hudson, NY 12534 at 5:30 pm.

Present: Edward Schneier, Chairman; Philip Abitabile, Bruce Bohnsack, Maryanne Lee, Peter O’Hara, Barbara Slutzky, Sabra Simon, Student Trustee

Excused: William Haltermann

Others James Campion, President; Dianne Topple, Vice President and Dean of Administration;

Present: Joseph Watson, Vice President and Dean of Students and Enrollment Management; Siri Carlisle, Acting Assistant Dean of Academic Affairs; Jaclyn Stevenson, Director of Public Relations; Joan Koweeck Director of Columbia-Greene Community Foundation; Greg Berninger, Professor of English; Michael Phippen, Professor of Transitional Studies; Stephanie Olstad, Assistant Professor of Mathematics, Kristin Shufeldt, Event Specialist; Christine Perry, Executive Secretary to the Board of Trustees

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

2. **Roll Call, quorum present**

3. **Pledge of Allegiance**

4. **Request for Approval of Agenda**

Motion:	Mr. Bohnsack	Seconded:	Ms. Lee
Vote:	Yes 7	No 0	Abstention(s) 0
Resolution: <input checked="" type="checkbox"/> Accepted <input type="checkbox"/> Rejected <input type="checkbox"/> Tabled			

5. **Request for Approval of Minutes**

Motion:	Mr. Bohnsack	Seconded:	Mr. Abitabile
Vote:	Yes 7	No 0	Abstention(s) 0
Resolution: <input checked="" type="checkbox"/> Accepted <input type="checkbox"/> Rejected <input type="checkbox"/> Tabled			

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

President Campion asked the guests to introduce themselves and they were welcomed by Chairman Schneier.

7. Moment of Silence

*Ms. Bilkis Ara was a student at the college and lived in Hudson.
Mr. Steven Beare was a 2006 graduate who went missing in Russia while mountain climbing last year.
Mr. James "Sam" Palmateer was a Greene County legislator for over fifteen years.
Mr. Scott Pucket was an employee at the college for over thirty-five years.*

8. Financial Report

Vice President and Dean Topple gave her report during the Finance Committee Meeting

9. Operating Warrant Approval

a. Warrant No. 02-18

Motion	Mr. Bohnsack	Seconded:	Mr. O'Hara
Vote:	Yes 7	No 0	Abstention(s) 0
Resolution: <input checked="" type="checkbox"/> Accepted <input type="checkbox"/> Rejected <input type="checkbox"/> Tabled			

10. President's Report

- *On February 28th, Senator Marchione and Senator Amedore met with college personnel as well as legislators and supervisors from both counties to discuss the proposed State budget, funding for community colleges, and the State's new BSN in 10 requirements. Professor Hilscher attended with students from his State and Local government class. The students were terrific. Each student spoke about their program of study and the financial challenges they face to attend and graduate from college. The sincerity of the students and the number of legislators and supervisors influenced the Senators. The meeting lasted about an hour.*
- *The strategic planning committee recommended an update to Goal 6 on sound fiscal management. One item they wanted to ensure was a more defined relationship between the Foundation and the College as it relates to the Foundation's support of college programs and initiatives.*
- *The Academic Dean Search committee's work is on-going. Starting to receive applications. The committee meets regularly with the consultant, with the goal to have someone in place for fall 2018.*
- *The Programming Ad-Hoc Committee group meets again this Thursday. They are making good progress, and the committee has requested an opportunity to talk to the Board, once they have fleshed out a bit more detail. Ms. Slutzky let Chairman Schneier know that she would like to attend the meeting.*
- *The chair of the Site committee, Mr. Abitabile, will be attending the meeting with the first set of firms that have responded to the Capital Project RFP. Even though the State budget must be finalized before the project can begin, there are a few items that will need to be addressed very quickly once this happens, and we need to be ready.*
- *2 of our graduates from local high schools play baseball for SUNY Canton. Both students did well academically as well as on the field.*

11. Resolutions

a. Resolution No. 0318-2074 to Declare Excess Automotive Equipment

WHEREAS, the Board of Trustees of Columbia-Greene Community College has the care, custody, control, and management of personal property used for the purpose of maintaining the community college, and

WHEREAS, the Board of Trustees of the College may dispose of excess personal property and

WHEREAS, the Board of Trustees of the College has determined that the College no longer has the need for a 1998 Chevy 2500, VIN # 1GCGK24R8WE180031,

THEREFORE, BE IT RESOLVED that the Board of Trustees of Columbia-Greene Community College declares the 1998 Chevy 2500, VIN # 1GCGK24R8WE180031 as excess equipment.

Motion	Mr. O’Hara	Seconded:	Ms. Slutzky
Vote:	Yes 7	No 0	Abstention(s) 0
Resolution: <input checked="" type="checkbox"/> Accepted <input type="checkbox"/> Rejected <input type="checkbox"/> Tabled			

b. Resolution No. 0318-2075 to Amend the 2017-2018 Operating Budget to Reconcile with the Six-Month Report

WHEREAS, it is the policy of Columbia-Greene Community College to seek Board of Trustee approval when changes in the 2017-2018 Operating Budget occur and

WHEREAS, the College through a budgetary analysis has determined that the overall expenses and revenues have decreased and

WHEREAS, the total sum of these dollars decreased the 2017-2018 College Operating Budget by \$88,951;

THEREFORE, BE IT RESOLVED that the Board of Trustees hereby amends the 2017-2018 College Operating Budget in the amount of \$88,951 from \$16,308,794 to \$16,219,843.

Motion:	Ms. Slutzky	Seconded:	Ms. Lee
Vote:	Yes 7	No 0	Abstention(s) 0
Resolution: <input checked="" type="checkbox"/> Accepted <input type="checkbox"/> Rejected <input type="checkbox"/> Tabled			

c. Resolution No. 0318-2076 to Approve the Breach Notification and Cyber Incident Policy

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

WHEREAS, the Board Policy and Procedure Manual has been adopted by the Board of Trustees, and

WHEREAS, the Office of the New York State Comptroller is recommending the adoption of a proposed policy for Breach Notification and Cyber Incidents,

THEREFORE, BE IT RESOLVED that the Board of Trustees adopts the attached revised policy Breach Notification and Cyber Incident.

BE IT FURTHER RESOLVED that this revised policy be placed under Article XIII, Section 25.0.

Motion:	Mr. Bohnsack	Seconded:	Mr. Abitabile
Vote:	Yes 7	No 0	Abstention(s) 0
Resolution: <input checked="" type="checkbox"/> Accepted <input type="checkbox"/> Rejected <input type="checkbox"/> Tabled			

d. Resolution No. 0318-2077 on the Approval of Sabbatical, Tenure and Promotion

WHEREAS, it is the policy of Columbia-Greene Community College to seek Board of Trustee approval for recommendations for Sabbatical, Tenure and Promotion for College faculty, and

WHEREAS, request has been made for approval of the following promotion and sabbatical recommendations, effective September 1, 2018, in accordance with Article XI of the Faculty Association contract,

THEREFORE, BE IT RESOLVED that the following recommendations for promotion and sabbatical be approved.

From Assistant Professor to Associate Professor

Dawn-Marie Blasl, Transitional, Transitional Division

Dawn DeFino, Human Services, Behavioral/Social Science Division

Stephanie Olstad, Mathematics, Math/Science Division

Sabbatical – One (1) Semester, Fall 2018

Diane Johnson, Academic Counselor, Counseling, Transfer & Career Division

Motion:	Mr. Abitabile	Seconded:	Mr. O’Hara
Vote:	Yes 7	No 0	Abstention(s) 0
Resolution: <input checked="" type="checkbox"/> Accepted <input type="checkbox"/> Rejected <input type="checkbox"/> Tabled			

12. Trustee Reports

- *Mr. O’Hara reported that the Foundation Board recently had their quarterly meeting and the financial reports are in a new format and are more detailed. He reiterated the importance of setting a date for the Foundation Board President to attend a Trustee meeting. Mr. O’Hara let the Board know that the Foundation’s Golf Tournament will be held on Friday, June 1, 2018 and the date for the Scholars Ball is Saturday, September 8, 2018.*
- *Chairman Schneier referenced an article in the NY Times about how in the next 20 years, nearly 1/3 of the workforce will need to change their career as their current job will disappear. This emphasizes the need for our students to be to be broadly educated. About 42% of our students transfer to 4-year schools, which puts us in the top 8 of SUNY schools in transfers. We do have to look at increasing our career tech programs, however, we need to reiterate that we are a cost saving and great start to 4-year degree. 43% of our students graduate within 2 years of starting the 4-year school, and our students well prepared. We cannot lose sight of the need of the liberal arts education for our transfer students as we look at developing more career programs. Mr. O’Hara suggested we do a feature story on this.*

Student Trustee, Sabra Simon reported:

- *Mascot Madness Started Tuesday, March 13th*
- *President's Mid-Semester BBQ is scheduled for Thursday March 22 11:30-1:30pm. We will be Celebrating the Women's Basketball Team.*
- *Diversity Club presents Javier Avila One man show on April 3*
- *Philip Proper from Men's Softball Team received the Phi Theta Kappa Honor.*
- *Women's Softball beat Monroe College. Score 2-3*
- *Tuesday, March 27, Women's Softball will play Dutchess Community College, and Hudson Valley Community College on Thursday, March 29th.*
- *Track and Field will complete at Wesleyan University on Saturday, March 24th, and Saturday March 31st at Ramapo College.*

13. Dean Reports

Acting Assistant Dean of Academic Affairs, Siri Carlisle reported:

- **March 1st**, C-GCC hosted the 2018 Colloquium – “Making Art, Making Artists: Mentoring from Cole and Church to Today”. The panel discussion in the Arts Center Theater featured landscape artist Stephen Hannock and curator (and Athens resident) Carrie Feder. Foundation Gallery director and adjunct professor Yura Adams was the moderator. Before the colloquium, since the theme of the evening was making art and artists, the College held a reception for area high school art teachers in the Katterskill Gallery. C-GCC hosts a Student Juried Art Show every year which features student art submitted by their teachers. This event and our long-standing relationship with area high school art teachers is an important way to maintain enrollment, specifically in our Fine Arts degree program and Computer Graphics certificate.
- *Student advising appointments for Summer and Fall began today – advisors report they are booked solid for the next 3 weeks, while today was extremely busy with advising and students still making their advising appointments.*
- *Associate Professor of Communications Studies Maya Greene and adjunct instructor of business Laura Jean Bopp were named Open SUNY Online Teaching Ambassadors for 2018. Nominees are considered “Exemplary online SUNY educators.” Associate Professor Greene attended the Open SUNY Summit, recently held in NYC, where she was recognized for her contributions. This is important since we now have online offerings in virtually many academic disciplines, in addition to our completely online Business AAS (Associate in Applied Science – occupationally oriented curricula) and we are working to attract online students from other institutions, not just C-GCC.*
- *The Phi Theta Kappa Honor Society received recognition for its outstanding recruitment efforts in 2017. The acceptance rate for C-GCC was almost double that of the national rate. To be eligible for PTK, students must have a GPA of 3.5 and have taken a minimum of 12 semester hours. In recognition of the College’s recruitment accomplishment, our chapter will receive 12 free graduation stoles*
- *March 9th. Assistant Professor Dawn DeFino, along with two of her human services students, attended Assemblywoman Didi Barrett’s Human Services Advisory Council spring meeting at the Omega Institute in Rhinebeck. The Human Services AS degree, as with all career program degrees, is required by SUNY to have an advisory board which meets at least once a year, so it was a good experience for Assistant Professor DeFino and her students to take part in an advisory council meeting.*
- *March 13th – Professor Clint Mossman and I attended the Hudson meeting of the Creative Economy Roundtable Tour sponsored by the Upstate Alliance for the Creative Economy and the Center for Economic Growth. The main focus of the evening was the desire to create a brand for the Capital Region; along the lines of when you mention “the Berkshires” (people think Tanglewood, summer stock, quaint villages, etc.). The College was well represented at this event, with several other members of the College-community also in attendance.*

- *Kelly Ann Radzik, Director of Applied Learning and Job Development, will be giving a presentation entitled “Bringing Students and Employers Together: Two Collaborative Approaches” at the SUNY Career Development Organization conference in June. Her presentation is based on two applied learning events held recently here at the College.*
 - a. The Great Jobs in Finance Luncheon – 16 students lunched with representatives from 5 local employers*
 - b. Meet the Professionals: Making Career Connections – an informal question and answer session between students and area professionals.*
- *Last week, we received a draft of an articulation agreement from SUNY Cobleskill for our new Cyber Security/Computer Forensics A.S. to transfer into their proposed Cybersecurity Bachelor of Technology (BT) degree. This would provide graduates from our Cyber Security program with another transfer option, in addition to existing agreements with University at Albany-SUNY, Utica College and Excelsior College.*

Vice President and Dean of Students Joseph Watson reported:

- *This is the first day to Register for Summer and Fall 2017 classes.*
- *Applications continue to be processed for Summer and Fall 2017.*
- *Recruitment and outreach continues.*
- *Ann Bruno is now the Registrar and Elizabeth Hotter is the new Technical Assistant Records and Registration.*
- *Open House is this Saturday 10AM-12PM. We have several new marketing items we will unveil including a financial Aid info card.*
- *We are participating in Mascot Madness again this year. Thanks, you to everyone who voted or help promote Rip.*
- *The Phi Theta Kappa All New York Academic Award winner this year is Philp Proper.*
- *The Women’s basketball team were the Region III Runners up. Congratulations to them!*
- *Softball just came back for their trip to Myrtle Beach. They attend the spring training games during the week of the college’s spring break.*
- *The daycare is planning their 1st Family Fun Day for Saturday, April 14th.*
- *Ag Day this year is Saturday, June 2nd. Vendor application are out.*

14. New Business/Other

Jaclyn Stevenson, Director of Public Relations spoke about mascot madness. She handed out a flyer for board members with the link to vote. She noted that there is a lot of campus involvement and videos are being made of Rip doing events such as bowling in Red Hook and participating in a dance challenge. Our students are sharing on their blogs and on You Tube. President Campion added that if we engage our students, the better chance we have of retaining them. There has been good response from the community. The year before last, we made it to the final 4.

Mr. Abitabile asked about snow day usage. Have used 4 with 3 of them happening on a Wednesday. Acting Assistant Dean Carlisle let Board know that the Academic Dean’s office is struggling to get students the time they need, especially for labs. We are getting close to graduation and students schedules are tight, with school and outside commitments.

15. President’s Travel Approval List

The list was reviewed by the Board

16. News Release Summary

The list was reviewed by the Board

17. Facility Use Report

President Campion asked the Event Specialist to expand on the report. She noted that the events listed are those that are reserved by outside organizations.

18. Announcement of April Meeting

Monday, April 16, 2018 at 5:30 pm

19. Executive Session

Collective negotiations pursuant to Article 14 of the Civil Service law (the Taylor Law)

Motion:	Mr. Abitabile	Seconded:	Mr. Bohnsack
Vote:	Yes 7	No 0	Abstention(s) 0
Resolution: <input checked="" type="checkbox"/> Accepted <input type="checkbox"/> Rejected <input type="checkbox"/> Tabled			
Entered Executive Session at: 6:06 pm			

Motion:	Mr. O'Hara	Seconded:	Ms. Lee
Vote:	Yes 7	No 0	Abstention(s) 0
Resolution: <input checked="" type="checkbox"/> Accepted <input type="checkbox"/> Rejected <input type="checkbox"/> Tabled			
Exited Executive Session at: 6:26 pm			

20. Adjournment

Motion:	Ms. Slutzky	Seconded:	Mr. Schneier
Vote:	Yes 7	No 0	Abstention(s) 0
Resolution: <input checked="" type="checkbox"/> Accepted <input type="checkbox"/> Rejected <input type="checkbox"/> Tabled			
Adjournment at: 6:26 pm			

Edward Schneier

Edward Schneier
Chairman, Board of Trustees

Christine Perry

Christine Perry
Executive Secretary to the Board