

## Minutes May 21, 2018

The Board of Trustees meeting of Columbia-Greene Community College was held on **May 21, 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, Rosemary Lewis, Peter O’Hara,

**Excused:** William Haltermann, Barbara Slutzky, Sabra Simon

**Others** James Campion, President; Carol Doerfer, Acting Vice President and Dean of Academic Affairs,

**Present:** Dianne Topple, Vice President and Dean of Administration; Joseph Watson, Vice President and Dean of Students and Enrollment Management; Robert Bodratti, Director of Community Services; Joan Koweek Director of Columbia-Greene Community Foundation; Melissa Fandozzi, Director of Human Resources; Jaclyn Stevenson, Director of Public Relations; Matthew Kenny, Professor of Biological Studies; Cynthia White, Account Clerk; 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. Moment of Silence**

*Anton Kasanof – Trustee Emeritus and long-time friend of the college. Served on the Board of Trustees 1997-2012. Received the NYCCT Anne M. Bushnell Award for Special Achievement in 2010.*

**5. Request for Approval of Agenda**

<b>Motion:</b>	Ms. Lewis	<b>Seconded:</b>	Ms. Lee
<b>Vote:</b>	Yes 6	No 0	Abstention(s) 0
<b>Resolution:</b> <input checked="" type="checkbox"/> Accepted <input type="checkbox"/> Rejected <input type="checkbox"/> Tabled			

**6. Request for Approval of Minutes**

<b>Motion:</b>	Ms. Lee	<b>Seconded:</b>	Mr. O’Hara
<b>Vote:</b>	Yes 6	No 0	Abstention(s) 0
<b>Resolution:</b> <input checked="" type="checkbox"/> Accepted <input type="checkbox"/> Rejected <input type="checkbox"/> Tabled			

## 7. Executive Session

To discuss items related to public employee collective-bargaining negotiations.

<b>Motion:</b>	Ms. Lewis	<b>Seconded:</b>	Ms. Lee
<b>Vote:</b>	Yes 6	No 0	Abstention(s)
<b>Resolution:</b> <input checked="" type="checkbox"/> Accepted <input type="checkbox"/> Rejected <input type="checkbox"/> Tabled			
<b>Entered Executive Session at: 5:40 pm</b>			

<b>Motion:</b>	Ms. Lee	<b>Seconded:</b>	Mr. O’Hara
<b>Vote:</b>	Yes 6	No 0	Abstention(s)
<b>Resolution:</b> <input checked="" type="checkbox"/> Accepted <input type="checkbox"/> Rejected <input type="checkbox"/> Tabled			
<b>Exited Executive Session at: 6:00</b>			

## 8. Introduction of Guests and Items from the Floor

*President Campion asked the guests to introduce themselves and they were welcomed by Chairman Schneier. Professor Kenny is the newly elected faculty council representative.*

## 9. Financial Report

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

## 10. Operating Warrant Approval

a. Warrant No. 04-18

<b>Motion:</b>	Ms. Lee	<b>Seconded:</b>	Mr. O’Hara
<b>Vote:</b>	Yes 6	No 0	Abstention(s)
<b>Resolution:</b> <input checked="" type="checkbox"/> Accepted <input type="checkbox"/> Rejected <input type="checkbox"/> Tabled			

## 11. President’s Report

- President Campion asked the members of the Strategic Planning committee, GERALYNN DEMAREST, ROBERT BODRATTI and CYNTHIA WHITE, to provide an update. The Strategic Plan has 6 goals. Updates were made to goal 6, Sound Management. The factors in the decision to implement the update include the development of a new strategic plan in the Foundation office, the hiring of a new Director of Public Relations and her outreach campaigns, and the need to expand the definition of sound management beyond only looking at financial indicators. GERALYNN stated that the prior language lumped the Public Relations office and Foundation office together, and they needed to be separated out to for Goal 6, Objective 3. GERALYNN met with JACLYN about her vision of the PR office and brought her ideas back to group. The enhanced capabilities we now have in that office for data collection will allow us to drill down for data. For objective 2 Bob met with Joan about the changes and new directions within the Foundation, including the Foundations new goal to supplement the college resources for program, capital and professional development. Cindy spoke about Objective 1, as the previous language for Goal 6 only addressed financial data. To ensure public trust, need to broaden the language to cover non-financial indicators as well. The updated Strategic Plan is on the college’s website under*

*the About heading. President Campion asked if there were any questions and thanked the committee for their work in bringing the college in line with the new vision of the Foundation.*

- *President Campion asked Geralynn to update the Board on the Academic Dean search. There were 2 candidates that the committee wanted to bring forward. The information was emailed to all campus employees. Unfortunately, today, 1 withdrew. The other candidate will be on campus on June 12. Geralynn let the Board know the process in which the candidates to bring forward to the President were chosen, including the use of Skype interviews. These were conducted on the advice of the Consultant, Martha Asselin, and were very useful in narrowing down the candidates from 10 to 3. Geralynn is working with the committee and Melissa Fandozzi in HR to bring the 3rd candidate forward for consideration as soon as possible. Geralynn handed out the interview schedule to the Board. 3:30 pm is when board meets with the candidate. Chairman Schneier asked how they would rate the pool overall. She and Bob Bodratti, who is on the committee, said there were 90 applicants, many were associate deans, assistant deans and division chairs, and many were from community colleges. They learned so much in this process, including that there are a lot of professional applicants out there. Had applications from Dubai and Singapore. Using a rubric, they narrowed it down to 31. Each committee member brought their top ten candidates to the table and reduced the number down from there as several members had chosen the same candidates. Eleven candidates were Skyped. The committee was very passionate about the top 2 candidates. Trustee Abitabile asked if they were surprised to get 90 applications and did they know any of the applicants. The answers were yes very much, and no, not really. They did add that if they had to do it again, would extend the time to more than 6 months. September 1, 2018 is the target date to have the Dean in place.*
- *President Campion thanked the committee and said it is a good committee with a mix of senior and junior people, good cross section of the make-up of the college employees. A lot of sound judgement from the group.*
- *Chairman Schneier thanked committee for their work.*

## 12. Resolutions

### a. Resolution No. 0518-2080 to Approve the Collective Bargaining Agreement with the Columbia-Greene Community College Faculty Association, New York State United Teachers

**WHEREAS**, all collective bargaining agreements with personnel and associations at the College must be approved by the Board of Trustees of Columbia-Greene Community College, and

**WHEREAS**, parties representing the Board of Trustees and the Columbia-Greene Community College Faculty Association, New York State United Teachers have bargained in good faith and agreed to renegotiate the bargaining agreement which ended August 31, 2017, and

**WHEREAS**, the new agreement will expire August 31, 2021,

**THEREFORE, BE IT RESOLVED** that the Board of Trustees of Columbia-Greene Community College agrees to the conditions of employment so stated in this agreement and authorizes the Chairman of the Board of Trustees and the President to execute this agreement by their signatures.

<b>Motion</b>	Mr. Wilber	<b>Seconded:</b>	Mr. O'Hara
<b>Vote:</b>	Yes 6	No 0	Abstention(s)
<b>Resolution:</b> <input checked="" type="checkbox"/> Accepted <input type="checkbox"/> Rejected <input type="checkbox"/> Tabled			

**b. Resolution No. 0518-2081 to **Resolution to** Approve the Advertising Firm for the College – 2018 - 2021**

**WHEREAS** Columbia-Greene Community College in its operations must provide support services for advertising, publishing and marketing projects, and

**WHEREAS** an RFP detailing such support services was issued, and

**WHEREAS** Dave Designs aka Dave Homsey and co. has been selected to provide such support services for a three-year period

**THEREFORE, BE IT RESOLVED** that the Board of Trustees of Columbia-Greene Community College approves the appointment of Dave Designs for a one-year ear period, 2018 to 2021.

<b>Motion:</b>	Mr. Abitabile	<b>Seconded:</b>	Mr. Bohnsack
<b>Vote:</b>	Yes 6	No 0	Abstention(s) 0
<b>Resolution:</b> <input checked="" type="checkbox"/> Accepted <input type="checkbox"/> Rejected <input type="checkbox"/> Tabled			

**c. Resolution to Approve the Institutional Computer Use 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 college update the current Institutional Computer Use Policy,

**THEREFORE, BE IT RESOLVED** that the Board of Trustees adopts the attached revised Institutional Computer Use Policy.

<b>Motion:</b>	Mr. Bohnsack	<b>Seconded:</b>	Mr. O’Hara
<b>Vote:</b>	Yes 6	No 0	Abstention(s) 0
<b>Resolution:</b> <input checked="" type="checkbox"/> Accepted <input type="checkbox"/> Rejected <input type="checkbox"/> Tabled			

**13. Trustee Reports**

- *Chairman Schneier reported that the executive committee (of which he is a member) of NYCCT met ten days ago followed by a meeting of the advocacy committee. Two issues that NYCCAT is hoping to address, in conjunction with NYCCAP are, the funding formula and the BSN in 10. Last year all agreed that our advocacy efforts should focus on changing the funding formula to a base aid formula. There are unanswered questions in changing the formula including how to handle colleges that have expensive programs such as engineering or nursing. The basis of the standards must be very concrete, so they cannot be manipulated. Unfortunately, SUNY was not able to generate much traction and it didn’t get anywhere in the legislature. With the BSN in 10*

*law that was signed by the Governor in December, the question to SUNY is would community college be allowed to offer a 4-year degree in nursing. Working together with the community college presidents on these issues allows us to pool our resources and increase our presence at the State and at SUNY.*

#### **14. Dean Reports**

**Acting Vice President of Academic Services** reported:

- *April 16 – Associate Professor Berne Bendel’s Symbolic Representation, Language, and Literacy students began reading opportunities with the Teddy Bear class in our Day Care Center.*
- *Ms. Bendel has been appointed to the Advisory Board of the SUNY New Paltz Humanistic and Multicultural Education and Human Services graduate program.*
- *April 16 – WIO Job Fair was held on campus. 58 businesses were registered, 199 job seekers attended.*
- *April 17 – The College was the host site for the SUNY Council on Assessment Leadership Program’s Concluding Meeting. Assistant Professor Nicole Childrose led the meeting - a live feed was broadcast from the University of Buffalo.*
- *April 17 and 19 – Associate Professor Frankie Beaver-Timmons and her CJ 114 Corrections class visited Coxsackie Correctional Facility and her SO 209 Juvenile Delinquency class visited Brookwood Secure Center.*
- *April 18 - Associate Professor Ted Hilscher participated as a program reviewer in an assessment of the major process at Adirondack Community College.*
- *April 19 – Professor Geralynn Demarest attended the SUNY Libraries Consortium Conference in East Syracuse.*
- *April 20 – A recognition ceremony for a graduate of the Brookwood College Program was held at Brookwood.*
- *April 24 – A celebration recognizing 18 Criminal Justice graduates was held. Representative of local law enforcement agencies were present. Scholarships and awards were presented.*
- *April 24 – Celebration of Excellence Ceremony recognizing the academic achievements of our College in the High School students was held. Florentina Campion was the guest speaker.*
- *April 26 - Professor Dawn Wrigley attended the Council of Associate Degree Nursing bi-annual meeting in Albany.*
- *April 27 – All full-time nursing faculty attended “Legally Defensible Practice as an Academic Nurse Educator” in Albany.*
- *April 27 – All academic advisors attended “Advising Inside Out: Navigating the Student Journey” in Poughkeepsie.*
- *April 27 - Faculty members Clint Mossman, Joe Scampoli, and Stephanie Olstad attended the Community College Science Advisory Board meeting at SUNY New Paltz.*
- *May 1 – Community First completion celebration was held. Eighteen graduates from COARC and Hudson High School were recognized. Students from Cairo-Durham will be participating next year.*
- *May 2 - Professor Bill Mathews attended the Jointly Registered Teacher Education Program meeting at SUNY New Paltz.*
- *May 3 – Student Art Show reception held in the Foundation Gallery in the Arts Center. Artwork by students in all our arts-related classes is currently hung.*
- *May 3 – Dance II recital held. The dance students put on two performances which consisted of most of their own choreography.*
- *May 4 – Honors Ceremony recognizing 74 inductees into Phi Theta Kappa and 11 into Alpha Sigma Lambda Honor Societies, as well as two students graduating with Honors Studies certificates.*
- *May 4 – Professor Matthew Kenny attended a professional development opportunity for his Human Biology and Anatomy and Physiology classes in Syracuse.*

- *May 20-21 – Director of Academic Support Center Dr. Mary-Teresa Heath and Tutor Coordinator Anita Stein attended the STAR NY Conference at SUNY Cortland.*
- *Dr. Mary-Teresa Heath reported the SPARK Tutoring Training Program has received CRLA – College Reading & Learning Association recertification. Certification sets professional standards of skill and training for tutors, provides recognition and positive reinforcement for tutors’ successful work, and augments program credibility. It’s also a strong addition to students’ transfer applications and resumes.*
- *Ten of twelve Medical Assisting students passed the certification exam. The remaining two students will retake the exam on June 5.*

Vice President and Dean of Students and Enrollment Management Joseph Watson reported:

- *Summer I has started. We are down 5% in applications, but up 13% in acceptance. Over 340 students are registered which is up 19 FTE from last summer.*
- *We had our Open Registration Day this past week for summer and Fall 2018. We are down by 1% for applications, but accepted students are up 15%. 726 students registered so far for the Fall.*
- *Admissions staff are calling students personally and using robo calls as well.*
- *You will see the College at many more events this summer in both counties and beyond to help with recruiting.*
- *The School Counselor Luncheon was held on Friday, May 18 and included presentations by the students of Professors Phippen, Matthews, Anderson and Russo.*
- *Ag Day will be held on Saturday, June 2<sup>nd</sup> 10 am-2 pm. It is free. Family fun, vendors and demonstrations.*
- *The Student Recognition Ceremony was held Monday, April 30<sup>th</sup> at 6pm in the Arts Theater. Students were recognized for President and Dean Lists as well as Athletic and other Leadership Awards.*
- *The Softball Team season went well, and they participated in the playoffs again this year. They played Herkimer in the opening round.*
- *Summer Sports Camps begin in July. New this year, they will be grouped by age, so campers get more out of their experience. The girls high school Basketball Summer League.*
- *Graduation took place on Saturday the 12. Thank you to all who attended. The committee and campus had been gearing up for the event all year, and the rehearsal the Thursday before always get the students excited about graduation.*
- *Daycare is open for Summer I again this year.*

**15. New Business/Other**

**16. President’s Travel Approval List**

*The list was reviewed by the Board*

**17. News Release Summary**

*The list was reviewed by the Board*

**18. Facility Use Report**

*The report was reviewed by the Board*

**19. Announcement of June Meeting**

*Monday, June 18, 2018 at 5:30 pm.*

**20. Adjournment**

<b>Motion:</b>	Ms. Lewis	<b>Seconded:</b>	Mr. O'Hara
<b>Vote:</b>	Yes 6	No 0	Abstention(s) 0
<b>Resolution:</b> <input checked="" type="checkbox"/> Accepted <input type="checkbox"/> Rejected <input type="checkbox"/> Tabled			
<b>Adjournment at: 6:38 pm</b>			

*Edward Schneier*  
Edward Schneier,  
Chairman, Board of Trustees

*Christine Perry*  
Christine Perry  
Executive Secretary to the Board