

BOARD MEETING

Minutes

August 20, 2018

The Board of Trustees meeting of Columbia-Greene Community College was held on **Monday, August 20, 2018 at 5:30 p.m** on the college campus, 4400 Route 23, Hudson, NY 12534 at 3:00 pm.

Present: Edward Schneier, Chairman; Philip Abitabile, Bruce Bohnsack, Allison Koskey, Maryanne Lee, Peter O’Hara, Barbara Slutzky, Deirdre Barkley, Student Trustee

Excused: Ken Wilber

Others Present: James Champion, President; Carol Doerfer, Acting Vice President and Dean of Academic Affairs; Dianne Topple, Vice President and Dean of Administration; Joseph Watson, Vice President and Dean of Students and Enrollment Management; Jaclyn Stevenson, Director of Public Relations; Christy Ward, Bursar; Michael Phippen, Professor of Transitional Studies; Susan Roberts, Associate Professor of Business; Rachel Kappel, Director of Admissions, 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:	Mr. O’Hara
Vote:	Yes 8	No 0	Abstention(s) 0
Resolution	<input checked="" type="checkbox"/> Accepted	<input type="checkbox"/> Rejected	<input type="checkbox"/> Tabled

5. Resolution No. 0818-2087 to Approve the use of a Consent Agenda

Whereas, a consent agenda may be presented by the Chair of the Board of Trustees at the beginning of a meeting, and

Whereas, consent agenda items are routine, procedural decisions and decisions that do not need discussion or debate, and

Whereas, items may be removed from the consent agenda on the request of any one member, and items not removed may be adopted by general consent without debate, and removed items may be taken up later on in the agenda or at the discretion of the board,

Therefore, the Board of Trustees approve the move to a consent agenda process.

Resolution No. 0818-2087			
Motion:	Mr. Abitabile	Seconded:	Ms. Lee
Vote:	Yes 8	No 0	Abstention(s) 0
Resolution:	<input checked="" type="checkbox"/> Accepted	<input type="checkbox"/> Rejected	<input type="checkbox"/> Tabled

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

Chairman Schneier requested that Item i., Resolution No. 0818-2104 be taken out of the consent agenda and moved to the regular agenda.

Motion:	Mr. O’Hara	Seconded:	Mr. Abitabile
Vote:	Yes 8	No 0	Abstention(s) 0
Resolution:	<input checked="" type="checkbox"/> Accepted	<input type="checkbox"/> Rejected	<input type="checkbox"/> Tabled

7. Request for Approval of the Slate of officers for the Board of Trustees for the year 2018-2019.

Dr. Edward Schneier - Chairman
 Mr. Peter O’Hara - Vice Chairman
 Mr. Bruce Bohnsack - Secretary

Motion:	Mr. Abitabile	Seconded:	Ms. Slutzky
Vote:	Yes 8	No 0	Abstention(s) 0
Resolution:	<input checked="" type="checkbox"/> Accepted	<input type="checkbox"/> Rejected	<input type="checkbox"/> Tabled

8. Introduction of Guests and Items from the Floor

Christy Ward, Bursar and representative for Administrative Council, Associate Professor, Susan Roberts, representing the Faculty, Professor Michael Phippen, representing the Faculty Council, Jaclyn Stevenson, Rachel Kappel

9. Moment of Silence

Mr. Antonio Echevestre - Assistant Director for Workforce Development from 1982 until his retirement in 2015.

Mr. Tod A. Grenci - Supervisor of the town of Stuyvesant for many years.

Ms. Cynthia (Cyndy Hall) - Longtime music teacher at Hudson High School. She was chair of the Democratic Party in Columbia County and state representative for the State Democratic Committee.

Mr. John Lankenau - He and his wife Alison are great supporters of the college, and the Foundation. Since the inception of the Scholars Ball, the Lankenau's have contributed over \$10,000 to the success of the event.

10. Presentation

Admissions Office Update – Rachel Kappel, Director of Admissions

Ms. Kappel gave the Board an update on enrollment and what the Admission's office has accomplished.

11. President's Report

President Campion asked Jaclyn Stevenson to give the board an update on the marketing plan for SubaruU. Ms. Stevenson explained that the college partnered with Subaru which enabled us to increase our marketing. A lot of the promoting was through social media, along with some print, and radio, with the goal to drive people to our website. We received over 100 RSVPs to the event. Good example of a morale building event as a PR tool. We had a great turnout. Trustee Lee was in attendance, as was Senator Kathy Marchione, Assembly member Didi Barrett and a representative from Chis Tague's office. The swag provided by Subaru was quite popular. Lance Wheeler from, CBS 6 as well as Columbia-Greene Media covered the event. Very nice editorial by Hudson Valley 360. What started as promoting one event grew into an enrollment tool. When directed to our website, people were able to fill out the pop-up on our website to request information about attending classes. We have Lots of video and pictures of the event which we can continue to use. Good model for promotion of the construction technology program. President Campion complimented Jaclyn on a job well done, and encouraged the trustees to check our social media, as it is all there.

12. Trustee Reports

- *Chairman Schneier spoke about the NYCCT conference. It is scheduled for September 21 – 23 in Saratoga Springs. Usually have about 40-50 trustees from around the state. It is very important to attend this year as there has been turnover on the board.*
- *Deidre Barkley introduced herself to the Board. She is in her 2nd semester as a human services major. She graduated from Hawthorne Valley, has been very involved with the college campus and is honored to be representing her fellow students.*
- *Mr. O'Hara reminded everyone that the Scholars Ball is on September 8 at 6:30 pm. Hoping for a good turnout and of course good weather.*
- *Mr. Abitabile, as chair of the site committee, spoke about the bid resolutions on tonight's agenda. The block building has been taken down, and work is progressing in the other areas. He reported that Jim Folz, Director of Maintenance is satisfied with the progress so far. Next step is to get the word out to the community to let them know what is happening. President Campion and Dean Doerfer added that can now start recruiting for construction program for fall 2019 enrollment. Curriculum is set. We are working with our consultant, Michael Pelletier to help define the goals of curriculum and make sure we are buying the right equipment. Mr. Pelletier is very committed and brings a wealth of knowledge and experience to the table. His philosophy is what the students learn here must correlate with what they need to know in the field. The students need to have the same equipment that they will have on a job site. We will be hiring an instructor in the spring. Critical to mesh the curriculum, the building and the equipment.*

13. Dean Reports

Acting Vice President and Dean of Academic Services, Carol Doerfer reported:

- *May 22-24 Professor Bill Mathews and Assistant Professor Leslie Rousseau attended the New York State Transfer and Articulation Conference in Syracuse.*
- *June 1 Professor Geralynn Demarest attended the Southeastern Library Council meeting at Vassar College.*
- *June 5 Associate Professor Berne Bendel and Dr. Mary-Teresa Heath attended the SUNY OER (Open Educational Resources) Championship Conference in Albany.*
- *June 5-7 Professor Joe Scampoli and Associate Professor Clint Mossman attended the New York State Cyber Security Conference in Albany.*
- *June 6-8 Acting VP and Dean of Academic Affairs Carol Doerfer attended the SUNY Chief Academic Officers' spring conference in Albany.*
- *June 13 Associate Professor Bill DeLuca attended the "Contemporary Issues for Law Enforcement Administrators" seminar in Glenville.*
- *June 13-15 Assistant Dean of Institutional Effectiveness and Planning Casey O'Brien attended the Association of Institutional Research and Planning Officers conference in Syracuse.*
- *July 10 Professor Geralynn Demarest attended the SUNY Library Consortium kick-off meeting for the migration and implementation of Alma and Primo, a library services platform to replace the existing Aleph platform.*
- *July 19 Assistant Dean of Planning and Institutional Effectiveness Casey O'Brien attended a meeting addressing the employment needs of high technology manufacturing companies in the Greater Capital Region at Schenectady County Community College.*
- *August 8 The Institutional Assessment Planning Group (IAPG) held its annual retreat at Olana. It was a very productive day; the group made great progress in reviewing the past year's work, updating the Institutional Assessment Plan and working on plans for the upcoming academic year.*
- *August 8 Assistant Professor of Advising, Career, and Transfer Services Leslie Rousseau and Director of Applied Learning and Job Development Kelly Radzik attended the 2018 Escape Conference "Career Services in the 21st Century" at Albany College of Pharmacy and Health Sciences. The event, sponsored by The Capital Region Career Consortium, concentrated on career counseling and employer and alumni relations.*
- *Associate Professor of Business Susan Roberts recently completed 28 credit hours of coursework needed for the renewal of her CPA license.*
- *August 16 Subaru University Launch Event was held on campus. Subaru U's web-based training is infused into the general automotive program's existing curriculum. This gives students the opportunity to take a large majority of the entry-level training required of all Subaru technicians. It was a well-attended event – with many College staff and faculty, local representatives, Subaru higher-level administrators, and local Subaru dealerships. A big thank you to Jaelyn.*
- *August 18-19 Hope Rocks, an event "Illuminating the Darkness of Addiction and Suicide" was held in Saugerties. Associate Professor of Human Services Dawn Defino and Professor of Computer Science and Mathematics Joseph Scampoli were instrumental in the planning of this event. College employees Karen Fiducia, Kevin Kropp, and Robbing Wase also participated in the event.*
- *An articulation agreement with Capital Region BOCES was recently signed, allowing students in their Criminal Justice program to articulate 6 college credits should they enroll in one of C-GCC's Criminal Justice degree program.*
- *Assistant Dean of Institutional Effectiveness and Training Casey O'Brien received his doctoral degree from St. John Fisher College.*

VP and Dean of Students and Enrollment Management reported:

- *The bags at each trustee's place contain our student planner as well as the popular note pads that double as mouse pad, and a car air freshener. The bags are non-plastic and are reusable.*

Enrollment for Fall

- Admissions has called all pending students twice.
- *Zone Registration this Wednesday.*
- *Late Registration is August 28th*
- *24-hour turnaround time applications that are complete with necessary documentation.*

Outreach

- The Admission Staff has been busy this summer recruitment season.
- We will be at the Columbia County Fair and have Columbia-Greene Community College Day, on that Friday of the fair.
- Other summer fairs and community events we have attended included the Greene County Greene County Youth Fair in which Jaclyn and Michele in Public Relations made sure we were once again a part of Opening Ceremony, Hope Rocks and the Women's Expo.
- I am now serving on the SUNY wide Food Insecurities Task Force. Our food insecurity task force is used as an example for other colleges. We have had a food pantry on campus for 10 years, and also stock a pet pantry. Dean Doerfer is connected with Salvation Army and looking to bring a smallfarmer's market to the campus. Several of our professors bring snacks into the classroom.

Retention

- Student Planners are ready and are co-sponsored by the college and Student Senate.
- Early Alert Program students are reported to our Catherine Caslon, Director of Special Services for help
- Mentor Program, where students can sign up for a mentor on campus
- Student-Athlete Workshops for new and returning Athletes
- Student of Concern-Behavior Intervention Assessment Team will continue for the next academic year

Orientations

- Wednesday August 22nd, Adult Student Orientation takes place in the evening.
- Friday, August 24th is New Student Orientation and takes place during the day. Faculty will be present and we have peer Orientation Leaders trained and ready to go.

Welcome Week

- Welcome Week Events are planned for the first week of classes. Our Annual community BBQ is on Thursday.
- Observance of 9/11 will take place Tuesday, September 11 at 12:30pm at the Flag Pole. Rain location is the Student Dining Hall.

Athletics

- Nick Dyer is now our acting Director of Athletics.
- Summer Camps were successful with over 100 campers participating.
- High School Summer Basketball League crowned their champions.

Staff

- Ann Bruno, our Register, attended FERPA Officer Training.
- Financial Aid has rearranged their offices. There is a financial aid officer at the desk in the student court in order to be more visible and be able to better serve students.
- Bronwyn Taylor is the new Director of the daycare center.

14. Resolutions

a. Resolution No. 0818-2095 Designating Trustee Emeritus Status to William Haltermann

WHEREAS, the Board of Trustees of Columbia-Greene Community College at its meeting on May 27, 1986 authorized the granting of Emeritus status to Trustees who have served complete terms and whose service had been judged exemplary, and

WHEREAS, William Haltermann served as Trustee of Columbia-Greene Community College for a complete term, and

WHEREAS, William Haltermann served several years as Vice Chair of the Board and Chair of the Finance and Audit Committee, and

WHEREAS, William Haltermann has made significant contributions to the educational and cultural well-being of the citizens of Columbia and Greene counties, and

THEREFORE, BE IT RESOLVED that the Board of Trustees of Columbia-Greene Community College hereby bestows upon William Haltermann the designation of Trustee Emeritus effective upon passage of this resolution with all the rights, privileges, and honors thereto pertaining, and

BE IT FURTHER RESOLVED that the Board of Trustees of Columbia-Greene Community College directs that William Haltermann’s name with the designation Trustee Emeritus be so noted in appropriate publications of the College henceforth.

Resolution No. 0818-2087			
Motion:	Mr. Abitabile	Seconded:	Ms. Lee
Vote:	Yes 8	No 0	Abstention(s) 0
Resolution:	<input checked="" type="checkbox"/> Accepted	<input type="checkbox"/> Rejected	<input type="checkbox"/> Tabled

b. Resolution No. 0818-2096 Designating Trustee Emeritus Status to Rosemary Lewis

WHEREAS, the Board of Trustees of Columbia-Greene Community College at its meeting on May 27, 1986 authorized the granting of Emeritus status to Trustees who have served complete terms and whose service had been judged exemplary, and

WHEREAS, Rosemary Lewis served as Trustee of Columbia-Greene Community College for a complete term, and

WHEREAS, Rosemary Lewis served collegially, thoughtfully and with a student-centered perspective as a member of the Columbia-Greene Community College Board of Trustees, and

WHEREAS, Rosemary Lewis has made significant contributions to the educational and cultural well-being of the citizens of Columbia and Greene counties,

THEREFORE, BE IT RESOLVED that the Board of Trustees of Columbia-Greene Community College hereby bestows upon Rosemary Lewis the designation of Trustee Emeritus effective upon passage of this resolution with all the rights, privileges, and honors thereto pertaining, and

BE IT FURTHER RESOLVED that the Board of Trustees of Columbia-Greene Community College directs that Rosemary Lewis' name with the designation Trustee Emeritus be so noted in appropriate publications of the College henceforth.

Resolution No. 0818-2096			
Motion:	Mr. Bohnsack	Seconded:	Ms. Lee
Vote:	Yes 8	No 0	Abstention(s) 0
Resolution:	<input checked="" type="checkbox"/> Accepted	<input type="checkbox"/> Rejected	<input type="checkbox"/> Tabled

c. Resolution No. 0818-2097 to Amend the Policy Manual

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

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

THEREFORE, BE IT RESOLVED the Board of Trustees adopts the attached changes to the Policy Manual that will take effect immediately. (2 attachments)

Resolution No. 0818-2097			
Motion:	Mr. Abitabile	Seconded:	Mr. O'Hara
Vote:	Yes 8	No 0	Abstention(s) 0
Resolution:	<input checked="" type="checkbox"/> Accepted	<input type="checkbox"/> Rejected	<input type="checkbox"/> Tabled

d. Resolution No. 0818-2098 to Approval of the Contract for the President of the College

WHEREAS, the contract of the college president must be approved by the Board of Trustees of Columbia-Greene Community College, and

WHEREAS, the Board of Trustees met in Executive Session on May 21, 2018 to discuss the contract of James Campion, President of Columbia-Greene Community College, and

WHEREAS, the Board of Trustees accepts the recommendation of the Nominating Committee, and

WHEREAS, the current contract ends on August 31, 2018,

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.

Resolution No. 0818-2098			
Motion:	Mr. Bohnsack	Seconded:	Ms. Slutzky
Vote:	Yes 8	No 0	Abstention(s) 0
Resolution:	<input checked="" type="checkbox"/> Accepted	<input type="checkbox"/> Rejected	<input type="checkbox"/> Tabled

e. Resolution No. 0818-2099 to Solicit Bids for Renovation of the Arts Building

WHEREAS, the Board of Trustees of Columbia-Greene Community College must approve the advertisement of bids in accordance with Section 103 of Article 5A of the General Municipal Law.

WHEREAS, Columbia-Greene Community College has the need to solicit bids related to the renovations of the Arts Building,

THEREFORE, BE IT RESOLVED that the Board of Trustees of Columbia-Greene Community College authorizes the Office of the Dean of Administration to solicit bids for the renovation of the Arts Building.

Resolution No. 0818-2099			
Motion:	Mr. Abitabile	Seconded:	Mr. Bohnsack
Vote:	Yes 8	No 0	Abstention(s) 0
Resolution:	<input checked="" type="checkbox"/> Accepted	<input type="checkbox"/> Rejected	<input type="checkbox"/> Tabled

f. Resolution No. 0818-2100 to Solicit Bids for Construction of the New Storage Building

WHEREAS, the Board of Trustees of Columbia-Greene Community College must approve the advertisement of bids in accordance with Section 103 of Article 5A of the General Municipal Law, and

WHEREAS, Columbia-Greene Community College has the need to solicit bids related to the construction of the New Storage Building,

THEREFORE, BE IT RESOLVED that the Board of Trustees of Columbia-Greene Community College authorizes the Office of the Dean of Administration to solicit bids for the construction of the New Storage Building.

Resolution No. 0818-2100			
Motion:	Mr. Abitabile	Seconded:	Ms. Slutzky
Vote:	Yes 8	No 0	Abstention(s) 0
Resolution:	<input checked="" type="checkbox"/> Accepted	<input type="checkbox"/> Rejected	<input type="checkbox"/> Tabled

g. Resolution No. 0818-2101 to Solicit Bids for Construction of the Construction Technology Building

WHEREAS, the Board of Trustees of Columbia-Greene Community College must approve the advertisement of bids in accordance with Section 103 of Article 5A of the General Municipal Law, and

WHEREAS, Columbia-Greene Community College has the need to solicit bids related to the construction of the Construction Technology Building,

THEREFORE, BE IT RESOLVED that the Board of Trustees of Columbia-Greene Community College authorizes the Office of the Dean of Administration to solicit bids for the construction of the Construction Technology Building.

Resolution No. 0818-2101			
Motion:	Mr. Abitabile	Seconded:	Ms. Lee
Vote:	Yes 8	No 0	Abstention(s) 0
Resolution:	<input checked="" type="checkbox"/> Accepted	<input type="checkbox"/> Rejected	<input type="checkbox"/> Tabled

h. Resolution No. 0818-2102 to Accept a Vehicle Donation to the Automotive Program

WHEREAS, the Board of Trustees of Columbia-Greene Community College must approve acceptance of all donations, and

WHEREAS, one vehicle has been donated by the Columbia County Sheriff's Office to be used in the Automotive Program at Columbia-Greene Community College,

THEREFORE, BE IT RESOLVED, that the Board of Trustees of Columbia-Greene Community College approves the acceptance of one vehicle, a 2009 Dodge Durango, from the Columbia County Sheriff's Office for use in the Automotive Program. (Attachment)

Resolution No. 0818-2102			
Motion:	Ms. Slutzky	Seconded:	Mr. Bohnsack
Vote:	Yes 8	No 0	Abstention(s) 0
Resolution:	<input checked="" type="checkbox"/> Accepted	<input type="checkbox"/> Rejected	<input type="checkbox"/> Tabled

i. Resolution No. 0818-2104 to Approve the Hourly Rate for Adjunct Faculty for 2018-2019

WHEREAS, the College has a need for adjunct faculty to assist in the institutional program of the College, and

WHEREAS, it is the responsibility and duty of the Board of Trustees to set the contract rate for adjunct faculty for the fiscal year beginning September 1, 2018, and

WHEREAS, it is necessary to maintain and attract qualified adjunct faculty.

THEREFORE, BE IT RESOLVED that the Board of Trustees approves the attached contact hour schedule for the fiscal year beginning September 1, 2018. (Attachment)

Chairman Schneier spoke about how involved our adjuncts are with our students, and the cost of getting here and teaching. We are hiring fewer adjuncts due to our decreasing enrollment.

Resolution No. 0818-2104			
Motion:	Ms. Slutzky	Seconded:	Mr. Bohnsack
Vote:	Yes 8	No 1 Mr. Schneier	Abstention(s) 0
Resolution:	<input checked="" type="checkbox"/> Accepted	<input type="checkbox"/> Rejected	<input type="checkbox"/> Tabled

15. New Business/Other

NYCCT Conference – September 21 - 23 in Saratoga Springs

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. Announcement of September Meeting

Monday, September 17, 2018 at 5:30 pm

19. 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:	Ms. Slutzky	Seconded:	Mr. Bohnsack
Vote:	Yes 8	No 0	Abstention(s) 0
Resolution:	<input checked="" type="checkbox"/> Accepted	<input type="checkbox"/> Rejected	<input type="checkbox"/> Tabled
Entered Executive Session at 6:09 p.m.			

Motion:	Ms. Lee	Seconded:	Mr. Bohnsack
Vote:	Yes 8	No 0	Abstention(s) 0
Resolution:	<input checked="" type="checkbox"/> Accepted	<input type="checkbox"/> Rejected	<input type="checkbox"/> Tabled
Exited Executive Session at 6:20 p.m.			

20. Adjournment

Motion:	Mr. Abitabile	Seconded:	Ms. Slutzky
Vote:	Yes 8	No 0	Abstention(s) 0
Resolution:	<input checked="" type="checkbox"/> Accepted	<input type="checkbox"/> Rejected	<input type="checkbox"/> Tabled
Adjournment at 6:21 p.m.			

Edward Schneier

Edward Schneier,
Chairman, Board of Trustees

Christine Perry

Christine Perry
Executive Secretary to the Board

Consent Agenda

August 21, 2018

Operating Warrant Approval

- a. Warrant No. 06-18
- b. Warrant No. 07-18

Capital Fund Expenditures

- a. Warrant No. 1, Renovations and Improvements C06138

Resolutions

a. Resolution No. 0818-2088 to 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 2018 meeting of the Board of Trustees to perform the duties detailed in this section and other duties which might be assigned.

b. Resolution No. 0818-2089 to Appoint Treasurer to the Board

WHEREAS, the Policies and Procedures Manual of the Board of Trustees, Article IV, Section 5.0 indicates that the Chief Fiscal Officer of the College shall act as Treasurer of the Board of Trustees, 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 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 2018 meeting of the Board of Trustees.

c. Resolution No. 0818-2090 to Set Time of Monthly Board Meetings

WHEREAS, the Policies and Procedures Manual of the Board of Trustees, 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 28 and February 25, 2019. All Board meetings will begin at 5:30p.m. (Attachment)

d. Resolution No. 0818-2091 to Approve Area-Wide Public Information Representatives

WHEREAS, Columbia-Greene Community College provides information to its local constituency through news releases on college activities, and

WHEREAS, the Director of Public Relations has chosen Columbia-Greene Media, Hudson, NY, and The Columbia Paper, Ghent, NY for the college's official notices,

THEREFORE, BE IT RESOLVED that the Board of Trustees agrees to use these public information representatives to disseminate official college information during the 2018-2019 academic year.

e. Resolution No. 0818-2092 to Appoint the College Attorney

WHEREAS, the Policies and Procedures Manual of the Board of Trustees, Article XI, Section 35.0, provides for the appointment of a college attorney by the Board of Trustees, and

WHEREAS, Columbia-Greene Community College in its operation deals with legal considerations needing an attorney at law, and

WHEREAS, the Board of Trustees must approve the rate(s) for legal services via resolution, and

WHEREAS, the rates for this service are \$195 per hour for legal services for the fiscal year 2018-2019

THEREFORE, BE IT RESOLVED, that the Board of Trustees of Columbia-Greene Community College agrees to use the services of Mr. Paul M. Freeman for the fiscal year 2018-2019, and

FURTHER RESOLVES that the Board of Trustees of Columbia-Greene Community College approves the following rates: \$195.00 per hour for legal services for the fiscal year 2018-2019.

f. Resolution No. 0818-2093 to the Approve Insurance Representatives for the College

WHEREAS, Columbia-Greene Community College in its operations must secure insurance to protect property, contents, automobile equipment, and must secure malpractice insurance, umbrella and student accident insurance, and

WHEREAS, after careful consideration and evaluation, Marshall & Sterling Insurance (representative) and Selective Insurance (carrier) will continue to provide coverage of property, contents, automobile equipment, malpractice, umbrella and student accident insurance.

THEREFORE, BE IT RESOLVED, that the Board of Trustees of Columbia-Greene Community College has selected and agrees to use Marshall & Sterling Insurance as our representative for the above-mentioned policies for the 2018-2019 fiscal year, and

FURTHER BE IT RESOLVED that Selective Insurance be selected as the College's Insurance carrier.

g. Resolution No. 0818-2094 to Approve the Financial Institutions for the Deposit of College Funds

WHEREAS, Columbia-Greene Community College in its operation has the need to deposit and invest college funds, and

WHEREAS, the Board authorized the Vice President & Dean of Administration to invest college funds in the insured investments from whichever bank is deemed to offer the greatest financial gain

THEREFORE, BE IT RESOLVED that the Board of Trustees agrees to use the service of the banks listed below for its deposits for the fiscal year 2018-2019 and investments of college funds will be handled on a bank by bank basis based on rate of return.

1. TD Bank
2. Kinderhook Bank
3. Bank of Greene County

h. Resolution No. 0818-2103 to Approve the Part-Time Hourly Rate for 2018-2019

WHEREAS, the college has a need for part-time assistance in the clerical, technical, maintenance and security areas, and

WHEREAS, it is the responsibility and duty of the Board of Trustees to set the hourly rate of part-time employees for the fiscal year beginning September 1, 2018, and

WHEREAS, it is necessary to maintain and attract qualified part-time personnel.

THEREFORE, BE IT RESOLVED that the Board of Trustees approves the attached hourly rate schedule for the fiscal year beginning September 1, 2018. (Attachment)

j. Resolution No. 0818-2105 to Approve the Salary Schedule for Administrators and Classified- Exempt Staff

WHEREAS, Columbia-Greene Community College has a need for administrators and classified-exempt staff and

WHEREAS, it is the responsibility and duty of the Board of Trustees to set the salary schedule for administrators and classified-exempt staff, and

WHEREAS, it is necessary to maintain and attract qualified administrators and classified-exempt staff

THEREFORE, BE IT RESOLVED that effective September 1, 2017, all current administrators and classified-exempt staff receive a fixed dollar amount of \$1,300 for the fiscal year ending August 31, 2018.

FURTHER BE IT RESOLVED that effective September 1, 2018, all administrators and classified-exempt staff receive a fixed dollar amount of \$1,400 for the fiscal year ending August 31, 2019.