

BOARD MEETING

For the regular meeting of the Board of Trustees of Columbia-Greene Community College was held on Monday, September 20, 2021 at 4:00 p.m. or thereafter in Room 614 on the College campus, 4400 Route 23 Hudson, New York. The following matters were submitted for consideration and action.

Present: Ned Schneier, Chairman; Bruce Bohnsack, Kelly Konsul, Maryanne Lee, Peter Markou, Peter O’Hara, Barbara Slutzky and Laura Best-Macia, Student Trustee

Excused: Phil Abitabile and Doreen Davis

Others Present: Carlee Drummer, President; Dianne Topple, Vice President of Administration and Chief Financial Officer; and Mary Garafalo, Secretary to the Board of Trustees

1. Call to Order, 4:00 p.m.

2. Roll Call, quorum present

3. Pledge of Allegiance

4. Request for Approval of Agenda

Motion: Mr. O’Hara; **Seconded:** Mr. Bohnsack

Vote: Yes - 8; No - 0; Abstention(s) – 0

Resolution: Accepted

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

Motion: Ms. Lee; **Seconded:** Mr. O’Hara

Vote: Yes - 8; No - 0; Abstention(s) – 0

Resolution: Accepted

6. Introduction of Guests and Items from the Floor

Gregg Berninger, Professor of English; Geralynn Demarest, Professor and Co-Chair of Strategic Planning; Andrew Ledoux, Dean of Student Development; Carl Nabozny, Multi-Media Coordinator; Krista Nevil, Technical Assistant for Records and Registration; Casey O’Brien, Dean of Academic Affairs; Michael Phippen, Professor of Transitional Studies; Barbara Shaffer, Associate Professor of Psychology/Sociology; Jaclyn Stevenson, Director of Marketing and Communication and Cindy White, Account Clerk, Business Office and Co-Chair of Strategic Planning

7. Resolutions:

- a. **Resolution No. 0921-2198 for a Revision of Terms for Adjunct Faculty Pay for 2021-2022**

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 tier rate for adjunct faculty for the fiscal year beginning September 1, 2021, and

WHEREAS, revisions to the tier rate have been recommended by the Executive Team, and

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

THEREFORE, BE IT RESOLVED that the Board of Trustees approves the revised tier rate schedule (see the revised memo attached) for the fiscal year beginning September 1, 2021.

Motion: Mr. Bohnsack; **Seconded:** Ms. Konsul

Vote: Yes - 8; No - 0; Abstention(s) – 0

Resolution: Accepted

b. Resolution No. 0921-2199 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 changes to the Policy Manual that will take effect immediately:

**Article VII College Personnel
Section 8.0 Adjunct Faculty**

Current Policy

“3. Completion of six semesters (fall, spring, summer) (8 semesters at lecturer IV and 10 semesters at Lecturer V) of successful employment to become eligible to receive a higher pay rate within their category

Initial adjunct lecturer appointments will not usually be made above the entry salary at Lecturer II. Contract hours for all courses except NU 101, 102, 201 & 202 are determined as follows:

(ii) 3 lab/studio hours = 2 contract hours. More than 1 lab per semester equals 1 extra contract hour.”

Revised Policy

3. Completion of four semesters (fall, spring, summer) of successful employment to become eligible to receive a higher pay rate within their category

Contract hours for all courses except NU 101, 102, 201 & 202 are determined as follows:

(ii) 3 lab/studio hours = 3 contract hours.

Motion: Mr. Markou; **Seconded:** Ms. Lee

Vote: Yes - 8; No - 0; Abstention(s) -0

Resolution: Accepted

c. Resolution No. 0921-2200 Designating Professor Emerita Status

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 Dawn Holsapple has retired from the College after 20 plus years of outstanding service, and

WHEREAS, Professor Dawn Holsapple obtained the rank of full Professor and

WHEREAS, during her employment at the College, Professor Dawn Holsapple has demonstrated consistently superior service to Academic Affairs. She has served as Division Chair for Natural Science. Because of her dedication and commitment to the students of C-GCC, she was awarded the Chancellor's Award for Excellence in Teaching in 2020.

THEREFORE, BE IT RESOLVED that the Board of Trustees of Columbia-Greene Community College hereby bestows upon Professor Dawn Holsapple the designation of Professor Emerita 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 Dawn Holsapple being named with the designation of Professor Emerita be so noted in appropriate publications of the College henceforth.

Motion: Mr. Bohnsack; **Seconded:** Ms. Lee

Vote: Yes - 8; No - 0; Abstention(s) – 0

Resolution: Accepted

8. **President's Report**

Today we welcome Andrew Ledoux, Dean of Student Development, and Laura Best-Macia, Student Trustee-elect, to their first Board of Trustees' meeting! This is also Dr. Casey O'Brien's first Trustee meeting as the Dean of Academic Affairs.

The academic year, launched at the All-College Meeting on August 24, is off to a great start. Our theme, "Change Matters", embraces the future and captures the exciting work that we have planned for 2021 and 2022. Many thanks to Chairman Schneier, Bruce Bohnsack, Doreen Davis, Maryanne Lee, and Barbara Slutzky for attending. We heard inspiring words from Dr. Michael Baston, President of Rockland Community College, who delivered the keynote. Many thanks as well to Laura for participating in the panel discussion led by Dr. Baston.

Operations Updates

With the continuing threat of the pandemic, SUNY has mandated that all on-campus students must be vaccinated by September 27 – a week from today. Weekly testing is required for all unvaccinated employees and monthly testing for vaccinated individuals. So far this semester, one student and one employee who received the vaccine have tested positive for COVID-19.

Enrollment

As of this morning, enrollment is up by 63 in headcount resulting from some very recruiting efforts to reach traditional, post-traditional, and College in the High School students. Bravo to the many employees who have played a role in this effort. Admissions is a team sport!

Strategic Plan

In a few minutes we will be hearing from Geralynn Demarest and Cindy White about the development of the new Strategic Plan that will provide the blueprint for the Middle States reaccreditation visit in spring 2023. The College is hosting a Town Hall meeting on Thursday, October 14, from 12:30 – 2 p.m. for all employees, Trustees, and Foundation Board of Directors, to gather input on the goals and objectives, and I hope some of you will be able to attend. The final plan, covering the period from 2021 to 2024, will be printed and distributed during November.

Achieving the Dream

The Achieving the Dream Core Team worked rigorously throughout the summer to position the College for the focus areas that will be tackled during the fall semester. I am very pleased to report that Dean Ledoux and Professor Matthew Kenny have agreed to be Core Team Leads for ATD. Of particular importance is the Institutional Capacities Assessment Tool – better known as ICAT – a survey that assesses seven capacities that must be in place to create a student-focused culture that promotes their success. While the survey is a bit long, it's well worth your time and will help us identify areas to strengthen. The deadline to respond is Friday, October 1.

Academic Enhancements

During the summer, the College unveiled academic enhancements that include micro-credentials; alternative course delivery; expanded program concentrations in health science, humanities, and social science; and formal partnerships with Ed2Go, Hudson Link, Olana, and law enforcement agencies. We also are cultivating partnerships with Basilica Hudson, Berkshire Taconic Community Foundation, Columbia Memorial Health, Cornell Cooperative Extension, Greater Hudson Promise Neighborhood, Habitat for Humanity, Hudson Valley Fisheries, and Time and Space Limited.

Foundation

In lieu of Scholars' Ball, the Foundation is launching an Annual Appeal entitled Igniting Dreams. Five donors have each contributed \$10,000 toward a matching fund challenge. And ... the goal is to reach \$1 million by December 31. The appeal includes a video featuring 10 students – including our Student Trustee! – who tell their stories and the importance of the scholarships they received to keep them on track with their studies. The package will be mailed the second week in October.

Miscellany

Last Monday, the College staged a very moving commemoration to mark the 20th anniversary of September 11, 2001. Many thanks to Trustees Bruce Bohnsack and Maryanne Lee and her husband John for attending.

The College received a \$29,500 SUNY grant for the Strong Start To Finish initiative. Faculty members Ryan McCann, Stephanie Olstad, and Mike Phippen are playing a lead role. The College also became a member of SUNY Pathways Cohort 3. Strong Start to Finish and the SUNY Pathways Cohort 3 align well with Achieving the Dream.

In the marketing arena, work continues overhauling the web site, and I am pleased to report that the new site should debut in April 2022! This summer the College produced a new video for the automotive technology program – and local dealerships have agreed to feature the program by posting a sign, “Go Pro. Automotive Technology at Columbia-Greene Community College”.

Congratulations to Provost Timmons who has received the very prestigious Aspen Presidential Fellowship, one of 40 outstanding community college leaders recognized this year. The Fellowship responds to the expanding need for a new generation of leaders well-equipped to meet the challenges of the future. This appointment could not be more timely given the College's new affiliation with Achieving the Dream.

Two personal notes: Assembly member Chris Tague invited me to attend his annual agriculture tour on Thursday, and I have been selected by the AACC to serve on the Commission for Rural Colleges.

9. Trustee Report

Welcome New Student Trustee – Laura Best-Macia

10. Dean's/Vice President's Report

Vice President of Administration, Dianne Topples submitted her report at the Finance Committee Meeting

Dean of Academic Affairs, Casey O'Brien reported:

1. This semester, about half of our classes are remote—meaning that students attend live lectures either from their home, their local coffee shop, or even from on-campus if it works better for them.
 - About one-third of our classes are in-person—these are mostly our hands-on and lab-based courses, but we also have some primarily lecture-based classes taking place in person as well to suit those who prefer the on-campus experience.
 - The remaining 20% of our classes are fully online—which enables students to learn at their own pace and provides the greatest flexibility for those with full-time jobs and other commitments.
 - We are also piloting a new course modality known as HyFlex—which gives students enrolled in the course the freedom to choose how they'd like to learn on a class-by-class basis.
2. Our office is working with advisors and division chairs to finalize the Spring 2022 schedule, for which we plan to incrementally introduce some more on-campus course options—while retaining the remote and online modalities as we're not out of the woods yet with this pandemic. Registration for Spring classes opens at the end of October.
3. The College has renewed its contract with SUNY Online to support faculty who have questions about online teaching or technical assistance with delivering content in the online environment. Our contract provides faculty with access to an array of professional development opportunities as well.
4. Our Medical Assisting Coordinator, Jessica Curley, and co-chairs of the Technical Professions Division Marc Gilbert and Nicole Childrose are working together to complete our initial application for accreditation with CAAHEP (Commission on Accreditation of Allied Health Education Programs) which would distinguish our program as one of the few SUNY community colleges with such a recognition. A site visit from the Medical Assisting Education Review Board is being planned for April.
5. We currently have multiple searches underway including the reposting for a Director of Institutional Research, Planning, and Effectiveness, as well as faculty positions for both Cyber Security and Business.

6. The Middle States Self-Study Steering Committee is picking up speed as we develop a draft of our institutional self-study, which will be completed by the end of the Spring semester.

Dean of Student Development, Andrew Ledoux reported:

On August 31, I joined the Columbia-Greene Community College community as Dean of Student Development. Reporting into Provost Timmons, I will provide leadership to an array of C-GCC's student support services, including the Academic Support Center, Accessibility Services, Athletics, Career Services, Health Services, Registrar, and Student Activities. This role is also responsible for the oversight of Judicial Affairs and matters pertaining to the Student Code of Conduct.

The Department of Student Development is integral to supporting the College's strategic efforts, particularly in relation to student success and retention efforts. I will work closely with Executive Leadership and stakeholders across campus, including faculty, staff, administration, and students, to ensure the delivery of holistic and integrated support services.

In an effort to support C-GCC students, many with complex and unique needs, the College has signed contracts with two mobile platforms: *Talkspace* and *CircleIn*.

- *Talkspace* is a digital mental health service that connects members to thousands of dedicated providers from a secure HIPPA-complaint platform.
- *CircleIn* is an all-in-one studying space where students can collaborate, chat, and brainstorm together in an immersive community. This platform bolsters students' digital literacy skills and incentivizes engagement resulting in progression toward academic goals.

Departmental Updates

- **Academic Support Services** continue to provide tutoring and supplemental instruction for students across disciplines in-person and asynchronously. The Academic Support Center provides students with access to computer labs, quiet study and testing areas, and digital resources.
- **Accessibility Services** continue to support students with learning disabilities through one-on-one advisement and registration of academic accommodations. Promoting independence and self-advocacy among students has been critically important in light of the COVID-19 pandemic.
- **Athletics** enjoys a roster of nearly 50 student athletes this academic year. Women's Soccer is midway through the season with remaining Home games scheduled on 09/26 vs. North Country Community College and 10/11 against SUNY Adirondack. Improvements to athletics facilities continue; the Basketball Court renovations have concluded in advance of the 2021 season and new fencing is being installed around the Baseball Field in addition to new infield dirt.
- **Career Services and Experiential Learning** continue to offer a combination of in-person and virtual programming. *Third Thursday* and *Tuesday Night Career Chats* have been planned for the semester to cover topics such as career readiness, resume

development, and interview preparations. Students have access to career-development resources 24/7 through the free service called Purple Briefcase.

- **Health Services** have been instrumental in processing COVID-19 vaccine verifications and exemption requests before SUNY's September 27 vaccination deadline. Health Services have coordinated weekly on-campus COVID-19 testing for students and employees. There have been no confirmed positive cases identified through testing this semester, and the College is prepared to respond accordingly should cases surface.
- **Registration and Records** continue to streamline efforts since the implementation of the new Student Information System, Banner. Students now have the option to conduct most matters of records and registration virtually, which has bolstered the student experience, particularly for those who have difficulty accessing campus during typical hours of operation. Of course, students continue to be supported in-person as well.
- **Student Activities** continue to organize events and programming to engage students on-campus and virtually. This office is coordinating the 2021-2022 Student Senate and working with those interested in representing the student body for this academic year. Karen Fiducia has retired as Student Activities Associate, and a new position will be posted to fill this vacancy in the coming days. On behalf of President Drummer, Karen is thanked for her service.

Gratitude

- We are grateful to Trustees, Maryanne Lee and Bruce Bohnsack, for attending C-GCC's 20th Anniversary Commemoration of September 11, 2001.
- Gratitude is extended to faculty colleagues for ongoing collaboration with Student Development personnel through in-class presentations and encouraging co-curricular engagement. Our thanks to Professor Barbie Shaffer for coordinating Welcome Week activities for students, including *Pretzels and Popcorn with the President and Provost*, *Doughnuts with the Deans*, and the *Welcome Back Club and Resource Fair*.

11. Strategic Planning Update

Geralynn Demarest and Cindy White, Co-Chairs of the Strategic Planning Committee presented the Strategic Plan draft to the Board of Trustees. They answered questions regarding the five institutional goals that will guide the work of the College from 2021 through 2024. The Strategic Planning Committee is hosting a Town Hall on Thursday, October 14, from 12:30 - 2 p.m. to obtain further input from employees and key community members.

12. New Business/Other

13. News Release Summary

14. Announcement of the October Meeting

Monday, October 18, 2021 at 3:30 p.m.

15. 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: Mr. Markou; **Seconded:** Ms. Slutzky

Vote: Yes - 8; No – 0; Abstention(s) – 0

Resolution: Accepted

Entered Executive Session at: 4:57 p.m.

Motion: Mr. O’Hara; **Seconded:** Ms. Slutzky

Vote: Yes -8; No -0; Abstention(s) – 0

Resolution: Accepted

Exited Executive Sessions at: 5:13 p.m.

16. Adjournment

Motion: Mr. Bohnsack; **Seconded:** Mr. O’Hara

Vote: Yes - 8; No - 0; Abstention(s) – 0

Resolution: Accepted

Adjournment at: 5:15 p.m.

Edward Schneier

Edward Schneier
Chairman, Board of Trustees

Mary E. Garafalo

Mary E. Garafalo
Executive Secretary to the Board

Consent Agenda

September 20, 2021

Approval of the Minutes from August 16, 2021 Board Meeting

Capital Fund Expenditures

- a. Warrant No. 38, Renovations and Improvements C06138

Operating Warrant Approval

- a. Warrant No. 08-21, Operating Warrant