

## BOARD MEETING

*For the regular meeting of the Board of Trustees of Columbia-Greene Community College was held on **Monday, November 15, 2021 at 3:30 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, Doreen Davis, Kelly Konsul, Maryanne Lee, Peter O’Hara, Barbara Slutzky and Laura Best-Macia, Student Trustee

Excused: Peter Markou

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, 3:31 p.m.**

**2. Roll Call, quorum present**

**3. Pledge of Allegiance**

**4. Request for Approval of Agenda**

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

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

**Resolution: Accepted**

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

**Motion:** Ms. Davis; **Seconded:** Ms. Lee

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

**Resolution: Accepted**

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

Geralynn Demarest, Professor and Co-Chair of Strategic Planning; John Kenny, Technical Assistant II-Theatre; Joan Koweek, Executive Director of Columbia-Greene Community Foundation; Andrew Ledoux, Dean of Student Development; Carl Nabozny, Multi-Media Coordinator; Krista Nevil, Technical Assistant for Records and Registration and Chair of CGCC College Senate; and Casey O’Brien, Dean of Academic Affairs

**7. President’s Report**

This morning, the Office of Admissions hosted a brunch for all the high school guidance counselors from the 13 high schools in Columbia-Greene’s district. The event was a rousing success, with the counselors asking pertinent questions and offering valuable insights.

Trustee Konsul had much feedback from other counselors on how the brunch was informative, energetic and fun.

Last week, the College again sponsored its annual Veterans' Day celebration that included moving speeches delivered by Veterans as well as the traditional presentation of the colors and laying of the wreath by the Student Veteran Club. Many thanks to Veteran Kevin Kropp, the College's Assistant Director of Admissions and the Veteran Affairs Task Force Chair for his tireless efforts to plan and stage this vital event. Many thanks as well to our Trustees, Veteran Bruce Bohnsack and Maryanne Lee for attending.

### ***Operations Updates***

Required weekly COVID-19 testing continues for all unvaccinated employees, along with monthly testing for vaccinated individuals. To date, no employee has been stricken with this nefarious virus.

The Federal Government recently declared Juneteenth a national holiday, and we will be discussing options with you later in the meeting.

### ***Achieving the Dream***

The Achieving the Dream Core Team and ATD coaches conducted a virtual visit that included unpacking the results of the ICAT survey at the Capacity Café on Thursday, October 21, 2021. The Core Team is now working on compiling the feedback received during the Café and planning the next steps between now and the end of the academic year. The coaches are very pleased with our progress.

### ***Partnership Update***

We have been meeting with Olana's leadership to discuss connecting Olana and Columbia-Greene with a walking trail that will heighten awareness about the historical connection the College has with the Frederic Church property. Olana is keen to pursue this possibility and has invited an executive from the New York State Historic Preservation Office to make a "field visit" and check out the proposed site. He will then provide guidance for next steps.

### ***Personnel***

A number of searches are underway including the Director of Institutional Research and Effectiveness, Director of Marketing and Communications, Director of Student Activities, and the Director of College in the High School. Regarding the latter, Carl Nabozny is serving as the Interim Director of CITHS and will keep the wheels in motion.

### ***Career Connections***

As we've discussed, the Junior Career Institute recently morphed into Career Connections. Kelly Ann Radzik is preparing the activities for the spring semester. Also, the pilot project recently received a \$50,000 grant from the Berkshire Taconic Community Foundation to help jump start the initiative, with the promise of an additional \$25,000 if the student retention rate warrants. Students selected to

participate not only will benefit from the experience overall but also will receive a \$2,500 scholarship to the College if they complete the program.

### ***Board Retreat***

We are making progress planning the Board Retreat in January. President Drummer, Chairman Schneier, and Rick Bianchi, have a meeting scheduled on November 29 with our AGB representative and a potential facilitator.

### ***Miscellany***

Joan Koweek advised the Board that the Administrative Council is reviewing the Board Policy and cleaning up some name changes. This was brought to Administrative Council's attention, due to the Board Policy being used as point of reference for our Middle States Accreditation.

## **8. Trustee Report**

a. Student Trustee, Laura Best-Macia reported:

### ***Athletics***

The Men's Basketball season began on November 9th vs SUNY Broome. Also, the Athletics Department is interviewing candidates to fill the Women's Basketball Coach position.

### ***Student Activities***

#### ***Human Services Club***

- On November 1<sup>st</sup>, The Human Services Club had a rock painting event of inspirational messages. Rocks were decorated with affirmations and words of encouragement for the Let's See How Far Hope Can Go campaign. They are being distributed by the members of the club and from a table near the South Entrance of the Main Building. Rock recipients are encouraged to take a picture of themselves with the rock and email it or post it on the club's Instagram, then pass the rock to someone else with the same instructions.
- The Human Services Club is currently accepting non-perishable, non-expired food donations for their Turkey Drop event which distributes turkey dinner fixings to students' families in need. Collections will continue through November 18<sup>th</sup> outside of the student/staff café and faculty offices.
- Human Services Club and the Giving Tree team continue to be dedicated to the mission of providing holiday cheer for our most needy families. The Human Services Club and the Giving Tree team remains committed to the mission that no child should experience the holiday season as if no one cares about them. When they started over 10 years ago, they were only able to meet the needs of approximately 25 individuals. Last year, they served over 80 individuals, completely hands free, in response to COVID protocols. Adoptions for Holiday Gift giving begins Friday November 19, 2021.

- Giving Closet is a year-round resource for students of non-food items such as toiletries, diapers, detergents, school supplies and so much more. All donations accepted.
- Community Ambassadors are available to assist students who may need a listening ear or access to resources in their communities.
- Columbia-Greene has participated for 13 years with Out of the Darkness Suicide Prevention walk. This year our club was once again joined by the Student Veteran's Club, The Criminal Justice Club and special guest President Carlee Drummer, whose presence encouraged students' commitment to community volunteerism.
- On Monday November 9, 2021, the Human Services Club volunteered to clean up the cemetery at The Firemen's Home in Hudson. They placed American Flags on all Veterans Graves.

#### ***Student Veteran's Club***

- The Student Veteran's Club will be collecting Christmas/Holiday cards to send to military service personnel who cannot be home for the holidays. There is a table in the Student Court, with cards for completion and a collection box. All cards must be submitted by December 10th.
- The Veteran's Day ceremony was held on November 9th which coincided with the end of the 22 days of 22 pushups challenge. It was part of a global movement to video or report 22 million pushups to raise awareness for veteran suicide prevention. 22 veterans die each day from suicide.

b. Chairman Schneier reported:

Chairman Schneier reminded the board of the resignation of Phil Abitabile effective November 1, 2021. The Board will be honoring Mr. Abitabile at a later date, for his years of dedication to CGCC.

### **9. Vice President's Report**

a. Dean of Academic Affairs, Casey O'Brien reported:

The SUNY Provost-in-Charge has appointed Associate Professor of History Dr. Nicole Childrose to serve as a member of SUNY's Faculty Advisory Council on Teaching and Technology (FACT2) for a three-year term. In this capacity, Dr. Childrose will play an important role in representing the interests of the Community College Sector on matters related to technology, pedagogy, and research.

1. Dr. Childrose also recently gave a presentation to the New York State Disability Services Council titled "Onboarding All Students to the Virtual Learning Environment." Her presentation highlighted C-GCC's Ready, Set, Go...Online Student Passport Experience as an example a program that retains, engages, and increases student preparedness and confidence throughout their educational journey.

2. Assistant Professor of Biological Sciences Dr. Melissa Boles has been invited to serve as an external reviewer for SUNY Schenectady's Science A.S. degree program. Dr. Boles looks forward to meeting with SUNY Schenectady's faculty, administration, and students to evaluate their science programming.
  3. The Middle States Self-Study Steering Committee and its seven Working Groups continue to collect evidence and write the first draft of a comprehensive self-study document. A draft of the self-study document will be shared with the campus community in May.
  4. Dean of Academic Affairs Dr. Casey O'Brien recently attended the Conference for Chief Academic Officers. Key topics of discussion included SUNY's new general education requirements as well as the upcoming SUNY-wide conversion to a new learning management system, Brightspace. More details will be shared with Board as these initiatives take flight.
- b. Vice President of Administration and Chief Financial Officer, Dianne Topple reported:
1. Financial Aid recently awarded \$813,348 in American Rescue Plan funds to eligible students enrolled in the Fall semester. Thanks to both the financial aid and bursar's office for their combined effort in making this happen. There will be another disbursement during the Spring semester.
  2. Nancy Leonard, our Payroll Officer, retired on October 29<sup>th</sup> after 10 years of exemplary service. Nancy began her journey at C-GCC in May 2010 as Senior Clerk in the Admissions Office and in May 2013 she joined the Business Office as Payroll Officer. She was a dedicated employee and invaluable member of the Business Office team. She was also a contributing member of the College food pantry committee and the Health Matters Committee. We wish her well in her retirement!  
  
We have hired a replacement for Nancy. We are pleased to welcome Michelle Bowes to the team. Michelle will start this Friday, and Nancy has graciously agreed to work part-time to train Michelle and ensure a smooth transition.
  3. Our audit for fiscal year ending 8/31/21 will begin on Monday, November 29<sup>th</sup>. Our auditors from STAC CPA's, would like to present a draft financial statement on January 24<sup>th</sup>. I will provide another update at the December Finance Committee meeting. We may need to schedule an additional finance committee meeting in January to accommodate this presentation.

4. Believe it or not, budget season is quickly approaching. SUNY Administration, SUNY Board of Trustees and Community College Presidents are working on developing the request to the Governor regarding funding for Community Colleges in 2022-23.

**10. New Business/Other**

*Juneteenth 2022*

President Drummer explained to the board on the observance of Juneteenth for 2022. The actual date of June 19 is on a Saturday, in recognition of this day, there was a discussion for the day to be observed on June 30, 2022. This would be a day earlier for the 4<sup>th</sup> of July break. A resolution of the agreement will be forthcoming.

**11. Announcement of the December Meeting**

Monday, December 20, 2021 at 3:30 p.m.

**12. Adjournment:**

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

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

**Resolution: Accepted**

**Adjournment at: 4:41 p.m.**

*Edward Schneier*

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Edward Schneier  
Chairman, Board of Trustees

*Mary E. Garafalo*

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Mary E. Garafalo  
Executive Secretary to the Board

## Consent Agenda

**November 15, 2021**

**Approval of the Minutes from October 18, 2021 Board Meeting**

**Capital Fund Expenditures**

- a. Warrant No. 39, Renovations and Improvements C06138

**Operating Warrant Approval**

- b. Warrant No. 10-21, Operating Warrant