

BOARD MEETING

*For the regular meeting of the Board of Trustees of Columbia-Greene Community College was held on **Monday, August 15, 2022 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; Laura Best-Macia, Student Trustee; Bruce Bohnsack, Doreen Davis, Kelly Konsul, Maryanne Lee, Peter Markou, Charles Millar, and Peter O’Hara

Excused: N/A

Others Present: Carlee Drummer, President; Drew Ledoux, Dean of Student Development; Casey O’Brien, Dean of Academic Affairs; Dianne Topple, Vice President of Administration and Chief Financial Officer; and Mary Garafalo, Secretary to the Board of Trustees

1. **Call to Order, 3:32 p.m.**
2. **Roll Call, quorum present**
3. **Pledge of Allegiance**
4. **Request for Approval of Agenda**
Motion: Mr. Bohnsack; **Seconded:** Ms. Davis
Vote: Yes -9; 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 - 9; No - 0; Abstention(s) – 0
Resolution: Accepted
6. **Introduction of Guests and Items from the Floor**
7. **Moment of Silence**
Donald N. Gibson
Ronald Payson

8. **Resolution**

Resolution No. 0822-2210 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 23 and February 27, 2023. All Board meetings will begin at 3:30 p.m.

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

Vote: Yes - 9; No - 0; Abstention(s) – 0

Resolution: Accepted

9. **President’s Report**

- a. Director of Communications and Marketing, Maureen Sager, gave a presentation on how we are now re-inventing Marketing for CGCC.

Ms. Sager reported of mini sites which will enable us to focus more on a particular item of interest from the student.

She also spoke on the Cannabis program which will enable anyone interested to be able to see on our website.

Also, we are changing our branding, we will be adapting to “who we are – we look different” - getting new ideas and new texture. We will be having a photographer from the local area who took pictures for Vogue, to distinguish our “students” here at CGCC. He will be taking photos of distinguished students/faculty and recognize who they are and where they’ve been.

- b. Director of Institutional Research, Planning, and Effectiveness, Racheal Chubb distributed the report card for 2020-2021 and the spring semester.

Ms. Chubb made many references to the report card to bring special attention to retention and graduation rates. The three-year graduation rate of CGCC first-time, full-time students consistently exceeded the graduation of its peers for Fall 2015, Fall 2016 and Fall 2017. With CGCC providing resources and being more flexible was seen as contributing to our graduation rate.

Our report card is used as an measurable objective, and it produced annually.

- c. President Drummer reported:

Welcome Back!

A special welcome to our newest Trustee representing Columbia County, Charlie Millar. Trustee Millar is no stranger to the College, having served on the Foundation's Board of Directors for many years and has chaired the Finance Committee for several years. He also is a lifelong resident of Hudson and is a West Point alumnus. When he is not volunteering his time at Columbia-Greene, he is the Complex Manager and Senior Vice President at Janney Montgomery Scott financial consultants in Albany. We also welcome back Laura Best-Macia who will be serving a second term as the Student Trustee.

Middle States Pre-Accreditation Visit

As announced at the June meeting, the Middle States Accreditation Visit will be March 26 through March 29, 2023. The Team Evaluation Chair is Dr. Mark McCormick, President of Middlesex Community College in New Jersey. Dr. McCormick will be making a pre-accreditation visit to the campus on Monday, October 24, 2022, and has requested meetings with President Drummer, the Executive Leadership Team, available Trustees, Self-Study Steering Committee, Union leaders, Faculty Council, and students.

Enrollment

Enrollment is down by 12 in headcount, but up 22.8 percent in FTE (342 credits).

Instant Admissions

By the end of this week, President Drummer and Matt Green, Assistant Dean of Enrollment Management, will have met with all of the high school superintendents to schedule the "Every Student Matters" program for seniors. This "instant admission" event – that enjoyed enormous success when we kicked off the initiative at Hudson High School in early June – creates a destination beyond graduation for the seniors. Whether they enroll at Columbia-Greene or not, we want to help keep them on track with their education.

Hudson Correctional Facility

President Drummer, Provost Timmons, Dean O'Brien, and Carol Doerfer will be at the Hudson Correctional Facility tomorrow. They will explore the possibility of offering classes to their inmates and to discern whether or not the prison may qualify to become part of the Hudson Link network, joining Greene Correctional and Green Haven in Columbia-Greene's service area.

Achieving the Dream

In early July, Core-Team Co-chairs Dean Ledoux and Professor Matthew Kenny, joined Racheal Chubb and President Drummer at Achieving the Dream's summer convening. The three-day event focused on challenges faced by rural community colleges. Because of the ATD team's tireless work and creative thinking, Dean Ledoux, Professor Kenny, and President Drummer were invited by the ATD President, Dr. Karen Stout, to present an overview of our progress to the ATD Advisory Board.

Academic Affairs

President Drummer informed the board that Columbia-Greene, along with Adirondack Community College, Fulton-Montgomery Community College, and Schenectady County Community College, just received a \$1 million grant from SUNY to support the new cannabis industry in the State. Each college will share the grant equally.

Budget

President Drummer was happy to announce that the Columbia County Finance and Greene County Resources Committees have approved the College's Budget for the 2022 – 2023 fiscal year.

Miscellany

- Since joining the CampusWorks network in June, the College is making significant progress already. Next month Matt Hertzog, the new Chief Information Officer, will give you a very brief report about the work accomplished in the first three months of the partnership.
- Assemblymember Didi Barrett and New York Assembly Speaker Carl Heastie will be visiting the campus, on August 24, 2022. Stay tuned for more information!
- The Foundation is busy preparing for the 8th annual Scholars' Ball coming up on September 10. Many thanks to trustees Davis and Millar for taking part in a "taste test" of the dinner that will be served at the gala by Church Street catering.
- The All-College Meeting to kick off the academic year is on August 23. Our theme this year is "Moving Beyond".

10. Trustee Report

A motion was made by Peter O'Hara and seconded by All to recommend Charles Millar as the Columbia County Representative from the Board of Trustees for the Foundation Board.

Trustee O'Hara thanked Chairman Schneier for his years of service and leadership to the institution.

Student Trustee, Laura Best-Macia reported:

Athletics

- The Athletics Department will be hosting Athletics Outreach Day on September 21 at 2:00 p.m. We welcome members of the campus and wider community, including our K-12 partners and generous benefactors, to an unveiling of the recently renovated gymnasium. Also, there will be an opportunity to meet our scholar athletes and learn about the athletic experience at C-GCC.

- The Athletics Department launched a new website www.cgcctwins.com. It's beautiful, informative and should be a great recruitment tool.
- The Athletic Department is hosting summer camps for baseball, softball and basketball for children 9 – 16 years old.
- Madilin Green from Saugerties High School was signed to the Women's Basketball Team.
- C-GCC Twins Baseball player, Kasey Moore, was named to the 2022 All-Mountain Valley Conference Team. This team is comprised of 12 players from various teams in the Mountain Valley Conference who stood out among their peers. Kasey was selected as one of the best three outfielders in the entire conference.
- The Women's Soccer team is preparing for their first game which will be held on September 3rd at Erie Community College.

Student Activities

- The Office of Student Activities and Leadership Development hosted two Campus Welcome Day events on July 20 and August 2. These events provided an opportunity for incoming students and their guests to learn about the campus, participate in a campus tour, and take care of important pre-semester business. Attendees were surveyed about their experience and reported that the events were efficient and their interactions with college employees were friendly and welcoming. Between the two events, we welcomed 46 students and 32 guests.
- We are planning for the large College Orientation program on August 26. This program will feature various presentations, opportunities for social interaction amongst peers, and academic breakout sessions; students will be strongly encouraged to attend. A virtual component will be also available to students participating in their studies remotely.
- A new online & mobile student engagement experience will be provided to our students this fall. This platform, called *Get Involved CGCC*, will digitize event marketing and office forms, provide a hub for all student organizations to recruit members, and increase workflows on various processes. In addition, digital attendance tracking will be available for all events providing the department and College with excellent and accurate data.
- During the Fall Welcome Week, we will be having a BBQ and feature almost 15 engaging and impactful events.

11. Vice President's Report

a. In the absence of Provost Timmons, Casey O'Brien, Dean of Academic Affairs reported on Academic Affairs:

- At the end of this month, we'll be wishing three faculty members well as they retire after many years of service to the College. Professors Bill DeLuca, Anna Cortese, and Dan Connor will be more formally proposed to the Board as Professors Emeriti at the September Board meeting.
- At the end of June, the College extended an offer to fill a vacancy in our English department. We're pleased to announce that John Valliere has accepted a position as a tenure-track Assistant Professor of English. He will begin teaching with us this Fall. John is relocating from Florida to New York, formerly teaching full-time in Eastern Florida State College's English Department.
- Although the College has used Blackboard as its Learning Management System for many years, we have been undergoing a months-long conversion to a brand-new digital learning environment. On August 4th, the College officially "flipped the switch" and converted from Blackboard to Brightspace. Dean O'Brien thanked Associate Professor Nicole Childrose, Professor Joe Scampoli, Lori Mashaw, the IT Department, and all others for their diligence in working with SUNY and other partners to make this transition possible. In-person and virtual trainings will be held over the next few weeks to assist faculty with getting their courses ready to go in the new system.
- The College has developed two micro credentials to prepare students for employment in the Cannabis industry. The first micro credential, Cannabis Retail and Sales, is designed to provide our region with entry-level retail employees in the cannabis industry and requires that all students complete the state-mandated Responsible Vendor Training. Students in this micro credential must be 21 years of age or older, and it can be completed in one semester by taking three 3-credit courses. These courses include an Introduction to the Cannabis Industry, the Cannabis Retail and Sales, and the Social and Cultural History of Cannabis. We're very excited to announce that all three classes are completely filled.
- The second micro credential, launching this Spring, focuses on Cannabis Cultivation and Processing, which includes cannabis industry production and supply chain education, overview of state regulations for each sector, and industry-specific training in cultivation and processing.
- Dean O'Brien thanked Maya Greene, our faculty lead on this initiative, as well as Maureen Sager, our Director of Marketing and Communications, who launched an ad campaign to inform prospective students about this opportunity, which no doubt led to our reaching capacity in the program.

- Half of SUNY Community Colleges as well as state-operated campuses have developed or are currently developing programs in the Cannabis industry.
- This month, SUNY has been working closely with us regarding our micro credentials to determine which may be eligible for TAP (the state's tuition assistance program), which would afford more students an opportunity to upskill in their chosen career field.
- With Middle States' recent approval of Green Haven Correctional Facility, incarcerated students at the facility are now eligible to apply for financial aid. Although a work in progress to ensure scalability, the College seeks to enroll upwards of 150 students at this new site. Dr. Austin Dacey, an employee of Hudson Link for Higher Education in Prison and current adjunct instructor at Greene Correctional Facility, has been hired part-time to assist with our expanded footprint in prison education.
- The College continues to make substantial progress on its self-study. Over the summer, Professor Mike Phippen and Associate Professor Berne Bendel have dedicated their time to reviewing and editing the 130-page document, which will be shared with the campus community in the Fall. The full team site visit has been scheduled for the end of March, and a save the date will be sent to the Board shortly.

b. In the absence of Provost Timmons, Dean Ledoux reported on Student Services:

A survey was issued to 295 enrolled students this summer session, and we received a 15% response rate (n = 45). Our findings affirm much of what we suspect our students' circumstances are from information gathered through conversation, advisement, disclosures, etc. It's beyond beneficial that we're now collecting this level of data because we can start developing student profiles and targeting outreach efforts to students in a timely manner. Survey results will be routed to Ember Traino's office, and she will work with the CARES Team to ensure students are supported in an expeditious manner. This is a strategy that will bolster our early intervention efforts and hopefully improve outcomes (retention, completion) in addition to resulting in a more positive student experience.

Some findings from this summer's sample include:

- More than half of the respondents are adult learners over the age of 24 years old
- 42% reported being a first-generation college student, meaning neither parent or guardian earned a college degree
- 3 respondents reported not having a secure housing situation
- Half of the respondents reported caring for school-aged children
- Nearly 40% of respondents are unemployed whereas those who are employed overwhelmingly reported that they are either working 31-40 hours or over 40 hours per week

- 11% of respondents reported not having reliable transportation to and from campus
- 20% reported relying on a food pantry

Dean Ledoux was satisfied with the 15% response rate for the summer session given that it wasn't incentivized or widely advertised. Completion rate will likely increase this fall semester with the following strategy in place:

- **Embedding into orientation programming** -- an intake survey workshop is built into the program for folks to take the survey on the spot in one of our computer labs. Additionally, a QR code to the survey link will be printed on students' nametags given at registration and a QR code will be posted in the welcoming slideshow so folks can complete it from their mobile device when they're waiting for the program to begin.
- **Embedding into Brightspace** -- we're working on where best to link the survey in Brightspace. Thinking in the 'announcements' box and in 'Ready, Set, Go...' given the high foot traffic the latter saw during Fall 2021.
- **Asking faculty to raise awareness in the classroom** -- including in classroom visits we conduct at the start of each semester (me, Ember, etc.)
- **Marketing around campus** – Ms. Sager is working on a digital and print piece that we can post around campus and also email out to students with a QR code for quick access to the survey.
- **Incentivizing** -- we're looking at a potential raffle drawing for those who complete the survey at orientation.
- Upcoming Site Visit – August 21-23

Career Success

- This past June, the College's Guided Pathways committee delivered a year-end presentation to members of the SUNY Pathways Cohort about efforts we are rolling out to support students who are unsure about which academic program to pursue. C-GCC's Pathways Team, led by Kelly Radzik and Julia Podpora, will be introducing resources at student orientation and during Fall programming to help students 'get on path and stay on path.' A brand new interactive, virtual 'Explorer Guide' launched this summer which provides information about self-assessment tools students have access to; introductory information about academic offerings across disciplines; and information about local jobs and wages.
- On July 13th, the Office of Career Success in collaboration with the Workforce Office, hosted a College and Careers Bootcamp. This was a 2-day workshop designed for local high school seniors exploring academic offerings and local career pathways. Local employers delivered presentations and served as mentors to students during the experience.

Health Services

- The College continues to remain compliant with SUNY's COVID-19 mandates, and we are responding to updates from SUNY Administration as they're made available to us.
- SUNY has relaxed the booster mandate, and it is no longer required of students except for those enrolled in Allied Health and Nursing.
- Additionally, SUNY is no longer requiring monthly testing for vaccinated individuals. At this point, we continue to offer monthly testing for vaccinated individuals, and we require unvaccinated individuals on medical or religious exemption to test weekly.

Student Success

- CGCC Welcomes Ember Traino, Director of Student Success. Ember joined the Department of Student Development on July 18th and has hit the ground running. In her role, she will manage the day-to-day operations of the Student Success Center which delivers holistic, academic support services and high-impact programming.
 - In alignment with our Student Success and Achieving the Dream Efforts, Ember will chair a new CARES Team designed to support students experiencing barriers to their academic progression. Intake survey data and a new referral process will allow the CARES Team to provide support to students in an expeditious manner. In addition to supporting the student experience, case management teams of this nature are found to improve student outcomes including retention and completion.
 - Ember is working with her team to design programs and workshops for the Fall Semester, which will launch during Welcome Week, and occur on a regular basis through the end of finals week.
- c. Vice President for Administration and Chief Financial Officer, Dianne Toppie reported: Columbia County approved the 2022-2023 Budget. Greene County Finance will be meeting tonight to discuss the college's budget. We are actively working on food service on campus. Columbia County ARC is very excited about taking part in bring food service to our campus. Vice President Toppie welcomed Amanda Bishop, our new Assistant Director of Accounting and Jessica Sachs, our new Bursar.

12. Announcement of the September 2022 Meeting

Monday, September 19, 2022, at 3:30 p.m.

13. 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. Lee; **Seconded:** Mr. Bohnsack

Vote: Yes - 9; No - 0; Abstention(s) - 0

Resolution: Accepted

Entered Executive Session at: 4:42 p.m.

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

Vote: Yes - 9; No - 0; Abstention(s) - 0

Resolution: Accepted

Exited Executive Sessions at: 5:26 p.m.

Resolution No. 0822-2217 to Approve the Part-Time Hourly Rate (excluding security)

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

Vote: Yes - 9; No - 0; Abstention(s) - 0

Resolution: Accepted

Resolution No. 0822-2218 to Approve the Part-Time Hourly Rate Schedule for Security

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

Vote: Yes - 9; No - 0; Abstention(s) - 0

Resolution: Accepted

Tabled for further discussion:

Resolution No. 0822-2219 to Approve the Salary Schedule for Administrators and Classified Exempt Staff

Motion ; Seconded:

Vote: Yes ; No ; Abstention(s) -

Resolution: Tabled

14. Adjournment

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

Vote: Yes - 9; No - 0; Abstention(s) - 0

Resolution Accepted

Adjournment at: 5:28 p.m.

Edward Schneier

Edward Schneier
Chairman, Board of Trustees

Mary E. Garafalo

Mary E. Garafalo
Executive Secretary to the Board

CONSENT AGENDA

August 15, 2022

Approval of the Minutes from June 20, 2022 Board Meeting

Capital Fund Expenditures

- a. Warrant No. 46, Renovations and Improvements CO6138

Operating Warrant Approval

- a. Warrant No. 06-22, Operating Warrant
- b. Warrant No. 07-22, Operating Warrant

Resolutions

- a. Resolution No. 0822-2211 to Appoint the College Attorney
- b. Resolution No. 0822-2212 to Appoint the Executive Secretary to the Board
- c. Resolution No. 0822-2213 to Appoint the Treasurer to the Board
- d. Resolution No. 0822-2214 to Approve Insurance Representatives for the College
- e. Resolution No. 0822-2215 to Approve Area-Wide Public Information Representatives
- f. Resolution No. 0822-2216 to Approve the Financial Institutions for the Deposit of College Funds