

## **BOARD MEETING**

*For the regular meeting of the Board of Trustees of Columbia-Greene Community College on **Monday, August 19, 2024, at 3:30 p.m. in Room 614** on the College campus, 4400 Route 23 Hudson, New York.*

*The following matters were submitted for consideration and action.*

**Present:** Peter O’Hara, Chairman; Doreen Davis, Maryanne Lee, Charlie Millar, Marvin Morales, and Ned Schneier

**Excused:** Kelly Konsul

**Others Present:** Carlee Drummer, President; Amanda Bishop, Vice President for Administration and Finance/CFO; Victoria Walsh, Provost, and Senior Vice President; 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. Lee; **Seconded:** Mr. Schneier

**Vote:** Yes - 6; No - 0; Abstention(s) - 0

**Resolution: Accepted**

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

**Motion:** Mr. Millar; **Seconded:** Ms. Davis

**Vote:** Yes - 6; No - 0; Abstention(s) - 0

**Resolution: Accepted**

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

**7. Moment of Silence**

*Murray Block*

*James Seward*

**8. Resolution**

**Resolution No. 0824-2276 Amend Unclassified Professional Titles**

**WHEREAS**, pursuant to the provision of Section 35 of the Civil Service Law, the Board of Trustees of Columbia-Greene Community College is required to determine the positions which should be included under professional service as defined in Section 6306 of Education Law; and

**WHEREAS**, the Board of Trustees of Columbia-Greene Community College is required to amend job titles approved in professional service when necessary;

**THEREFORE, BE IT RESOLVED** that in accordance with Amendment to Section 35G and 35I of the Civil Service Law in relation to the unclassified positions in the community college the following title amendments should be made to the previously approved list of unclassified positions (professional) positions of Columbia-Greene Community College.

**ADDITION (s):**

- **Accounting and Operations Manager**
- **Dean of Nursing and Allied Health**
- **Writing and Communication Center Associate**

**Motion:** Mr. Schneier; **Seconded:** Mr. Millar

**Vote:** Yes - 6; No - 0; Abstention(s) - 0

**Resolution: Accepted**

**9. President's Report**

President, Carlee Drummer:

Columbia County passed the 2025 Budget at its Public Hearing without any questions. President Drummer and Vice President Bishop will meet with members of the Greene County Finance Committee in preparation for the Greene County Legislators' Public Hearing on the Budget this coming Wednesday.

Enrollment is up 5 percent! Thanks to the administrators, faculty, and staff whose teamwork has played a key role in bringing us to this point.

Laura Goodwin reports that donations to the Foundation have crested \$1 million. The Scholars' Ball is next month, and the year-end fundraising push includes the opportunity to participate in the SUNY Impact Foundation's New York State Tax Credit Program.

**Personnel Updates**

Several Columbia-Greene employees are advancing their careers with promotions to new roles during the summer break. Congratulations to *Joel Phelps*, formerly Director of Financial Aid, who is now Dean of Enrollment Management; *Eliza Niebrzydowski*, formerly Director of Accounting for the Foundation, who is now the College Controller; *Mel Bruschetti*, formerly an Instructor in Criminal Justice who is now Interim Director of Security and Safety; *Laura Comito*, formerly an adjunct nursing instructor who is now Assistant Professor of Nursing; *Laura Decker*, formerly the Assistant Director of Financial Aid who is now the Director of Financial Aid; *Terrie King*, formerly a part-time Student Activities Coordinator who is now Associate in Admissions; and *Ang Rolon*, formerly the Assistant to Marketing who is now Donor Relations Manager for the Foundation.

Also, we welcome Dan Duffy, the new Interim Chief Information Officer in Information Technology, who joined the Columbia-Greene team in June.

### **Other Summer Happenings**

- Channel 6 was on campus this morning interviewing Andrew Soltano, who oversees the Building Construction Technology Program, about the two Tiny Houses built by students during the last academic year.
  
- As per our discussion at the June 2024, Board meeting, the Governor’s enacted budget allocated an \$8 million grant to the community colleges for healthcare training and mental health supports for students. Based on a funding formula related to enrollment, Columbia-Greene received \$100,000 for mental health resources and \$75,000 for healthcare advancements.

Dean Ledoux is analyzing options for mental health support services that may include:

- expanding the on-campus hours for the credentialed counselor and spiritual director who has been assigned to the College by the Columbia County Department of Mental Health;
- providing professional development for student-facing employees on topics such as trauma-sensitivity training, drug and alcohol prevention, and mental health first aid; and
- expanding resources in the Wellness and Interfaith Lounge that opened last fall.

The allocation for healthcare training will support the Nursing and Licensed Practical Nurse Programs by purchasing additional equipment for the Simulation Lab.

SUNY received a \$500,000 grant from the ECMC Foundation, an organization that helps remove barriers to postsecondary completion. Last month the College received \$12,050 to support FAFSA completion for new and continuing students. With this funding, the

The College received \$65,000 from SUNY to support the Prison Education Program.

### **Achieving the Dream News**

Achieving the Dream reached out to Professor Matthew Kenny, the Achieving the Dream Core Team co-chair, to speak at ATD’s Kickoff Institute in New Orleans the second week in June.

Also, ATD selected Columbia-Greene to participate in the prestigious *Strengthening Teaching and Learning Seminar*. Six faculty representing the academic divisions will be participating in the Seminar that not only will enhance the College’s efforts to advance student success but also provide a comprehensive framework for high-impact professional learning. This seminar coincides with the opening of Columbia-Greene’s new Center for Innovation, Teaching, and Learning.

### **All-College Meeting**

All-College meeting is tomorrow at 8:30 a.m. and ending with a buffet lunch at 1 p.m. The keynote speaker, Lara Schwartz, will lead us in an interactive discussion entitled “Who Is This We? Common Ground, Collaboration, and Civil Dialogue.”

## 10. Trustees Report

Trustee, Marvin Morales:

### **Athletics**

- The Basketball summer league was deemed successful with 10 men's teams and 6 women's teams participating. Hudson won the men's league and Catskill won the women's league.
- Men's basketball and baseball rosters have full teams.
- The men's basketball team has a new coach, DaVaughn Johnson.

### **Student Activities and Leadership Development**

- The New Student Orientation will be held on Friday, August 23<sup>rd</sup>. This event will welcome all new students and their guests to campus.
- A full schedule of Welcome Week programming is set for students to socialize and engage with their peers.
- The Student Senate will have its first meeting on Thursday, September 12<sup>th</sup>.

## 11. Provost and Vice President Reports

### a. Provost and Senior Vice President, Victoria Walsh:

Enrollment Management has been busy with admissions and adjusting our enrollment marketing strategies. Much of our work will be framed by the Institutional Sustainability Plan which the President and Executive Team will be sharing with the campus community tomorrow.

### **Academic Affairs**

Provost Walsh recently attended meetings of the SUNY Provosts/Chief Academic Officers. There are a number of projects coming our way from system office:

- Implementation and assessment of the general curriculum
- Amendment of core competencies – Information Literacy to explicitly identify AI as part of the information landscape students navigate.
- Development of a new core competency on Civil Discourse

The CITL has invited Dr. Lara Hope Schwartz, J.D., a nationally renowned expert on civil discourse to the campus to deliver a college-wide workshop on civil discourse.

As part of the Institutional Sustainability Plan, we will be working this fall on developing an Academic Master Plan which will consider our program portfolio and make necessary changes to pedagogy and curriculum.

### **Center for Innovation, Teaching and Learning**

We are ready for the fall launch of the Center for Innovation, Teaching, and Learning.

This initiative has been given important start-up funds by the C-GCC Foundation.

Provost Walsh appointed four faculty for the CITL campus stakeholders on establishing the foundation of the CITL for the coming years:

- Dr. Nikki Childrose – Director of CITL and Instructional Design
- Prof. Joe Scampoli – Educational technologies

- Prof. Matthew Kenny – ATD fellow – looking at equity outcomes and faculty engagement.
- Dr. Stacey Hills – Research and Assessment

CITL is a critical part of the institution’s sustainability efforts by driving program and pedagogical innovation, enhancing the quality of our educational product, ensuring. Supporting faculty in their diverse professional development and academic work will be a key focus for the CITL fellows this coming academic year.

#### **Other academic matters**

An adjunct orientation was held on August 15<sup>th</sup> with 14 adjuncts (representing those teaching at the college, online, through College in the High School and our Prison Education Program) in attendance.

Human Services AS – Discontinuation request approved from SUNY & SED, effective 8/20.

Auto AAS – SED has confirmed program discontinuation effective 9/1.

#### **Enrollment Management**

Congratulations to Dean Joel Phelps as Dean of Enrollment Management after a successful interim period. Laura Decker will assume the role of Director of Financial Aid.

Our new enrollment data dashboard is almost complete. Rachel Chubb and Dean Phelps have been developing the dashboard which gives its up-to-date admissions and retention data which helps drive all aspects of enrollment management. This work is also key in helping us manage our program portfolio and know more about which programs are and are not performing well in terms of recruitment and retention.

#### **Financial Aid updates**

- C-GCC FAFSA completion rate is at 68% (National average is 51%)
- The Office of Financial Aid received grant funding from SUNY to support FAFSA completion efforts for 2024-25.
- The Office of Financial Aid will host FAFSA completion workshops every Tuesday evening (5pm-7pm) through the fall semester.

#### **Admissions Updates**

- Fall Open House is Saturday, September 28, 2024. This date coincides with the 50<sup>th</sup> anniversary dedication of the campus.
- Terrie King, our new Admissions Associate, started on August 19.
- Health Care Fall Event in the early stages of planning (tentative date 11/2)
- Admissions will be hitting the road first week in September.

#### **Prison Education Program**

We received funds from SUNY to support our PEP program.

Provost Walsh recently met with our partners at Hudson Link to look at how we can evolve the partnership to meet the changing needs of the program and the learners in our external sites.

### **Student Affairs**

#### *Office of the Dean of Students*

Preparations are well underway for the start of the Fall 2024 semester. As Trustee Morales has updated, several programming opportunities are in the works to assist students with their transition back onto campus next week.

The College has submitted a grand proposal to SUNY for a \$75,000 investment in mental health support for students. We intend to expand the number of hours of on-campus counseling available to the campus community, in addition to activities and professional development for student-facing employees.

Commencement for the Class of 2025 is scheduled for Thursday, May 15, 2024, 3pm.

A donation of \$75,000 was received from the C-GCC Foundation for its investment in supporting students' basic needs. The money will be used to stand up a new Persistence Program, providing a pilot group of academically and economically disadvantaged students with financial support for achieving certain milestones during their academic tenure. An additional \$25,000.00 will be available for emergency hardship funding for those with unforeseen need.

The Office of Career Success received a generous \$15,000 check from the CEDC and \$2,500 from Mid-Hudson Cable for the 2024 cohort of the Advantaged Scholars Program. This program is designed to support students with learning differences by providing them with career coaching opportunities and local experiential learning opportunities.

### **Institutional Research, Assessment, and Effectiveness**

Student Evaluation of Teaching revisions – working with Dean Nester revising question sets and changing the process and look of reporting results.

CCBOA Economic Impact Study – collecting the data required for this.

Program Review Dashboard development – collaborating with Dean Nester to create a dashboard that complements program review.

ATD data review to determine leader school eligibility.

**b. Vice President for Administration, Amanda Bishop:**

Vice President Bishop reviewed the monthly Financial Statements of August 2024.

**c. Associate Professor of Biological Sciences, Dr. Rebecca Pinder – Sabbatical Report:**  
Associate Professor, Dr. Rebecca Pinder presented to the board a power point presentation on Earthworms and her findings of how the populations of worms are decreasing in some species and invasion in others.

**12. Announcement of the Monthly September 2024 Meeting**

Monday, September 16, 2024, at 3:30 p.m.

**13. Public Comment**

**14. 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. Millar  
**Vote:** Yes - 6; No - 0; Abstention(s) - 0  
**Resolution: Accepted**  
**Entered Executive Session at: 4:30 p.m.**

**Motion:** Mr. Millar; **Seconded:** Ms. Lee  
**Vote:** Yes- 6; No - 0; Abstention(s) - 0  
**Resolution: Accepted**  
**Exited Executive Sessions at: 4:59 p.m.**

**Resolution:**  
**Resolution No. 0824-2277 Amend Unclassified Professional Title**  
**Motion:** Mr. Schneier; **Seconded:** Ms. Davis  
**Vote:** Yes - 6; No - 0; Abstention(s)- 0  
**Resolution: Accepted**

**Adjournment:**  
**Motion:** Ms. Lee; **Seconded:** Mr. Schneier  
**Vote:** Yes - 6; No - 0; Abstention(s) - 0  
**Resolution Accepted**  
**Adjournment at: 5:00 p.m.**

*Peter O'Hara*  
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Peter O'Hara  
Chairman, Board of Trustees

*Mary E. Garafalo*  
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Mary E. Garafalo  
Executive Secretary to the Board

# CONSENT AGENDA

**August 19, 2024**

**Approval of the Minutes from June 19, 2024, Board Meeting**

**Approval of the Minutes from Special Meeting on July 29, 2024, Board Meeting**

**Operating Warrants Approval:**

- a. Warrant No. 05-24, Operating Warrant
- b. Warrant No. 06-24, Operating Warrant
- c. Warrant No. 07-24, Operating Warrant

**Resolutions:**

- a. Resolution No. 0824-2266 Appoint the College Attorney
- b. Resolution No. 0824-2267 Appoint Executive Secretary to the Board
- c. Resolution No. 0824-2268 Appoint Treasurer to the Board
- d. Resolution No. 0824-2269 Monthly Board Meetings
- e. Resolution No. 0824-2270 Approve Insurance Representatives for the College
- f. Resolution No. 0824-2271 Approve Area-Wide Public Information Representatives
- g. Resolution No. 0824-2272 Approve the Financial Institutions for the Deposit of College Funds
- h. Resolution No. 0824-2273 Approve the Part-Time Hourly Rate 2024-2025
- i. Resolution No. 0824-2274 Approve the Part-Time Hourly Rate for Security 2024-2025
- j. Resolution No. 0824-2275 Approve the Salary Schedule for Administrators and Classified Exempt Staff