

# BOARD MEETING

## Minutes

### December 17, 2018

The Board of Trustees meeting of Columbia-Greene Community College was held on **December 17, 2018** on the college campus, 4400 Route 23, Hudson, NY 12534 at 4:00 pm.

**Present:** Peter O’Hara, Vice Chairman; Philip Abitabile, Rick Bianchi, Bruce Bohnsack, Allison Koskey, Maryanne Lee, Barbara Slutzky, Deirdre Barkley, Student Trustee

**Excused:** Edward Schneier

**Others Present:** James Campion, 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; Joan Koweek Executive Director, Columbia-Greene Community Foundation; Jaclyn Stevenson, Director of Public Relations; Michael Phippen, Professor of Transitional Studies, Casey O’Brien, Assistant Dean of Planning and Institutional Effectiveness

1. **The meeting was called to order at 4:00 pm by Peter O’Hara, Vice Chairman**
2. **Roll Call, quorum present**
3. **Pledge of Allegiance**
4. **Request for Approval of Agenda**

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

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

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

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

Joan Koweek Executive Director, Columbia-Greene Community Foundation; Jaclyn Stevenson, Director of Public Relations; Michael Phippen, Professor of Transitional Studies, Casey O’Brien, Assistant Dean of Planning and Institutional Effectiveness

**7. Resolutions**

**Resolution No. 1218-2116 to Approve the Appointment of an Executive Search Firm for College President**

**WHEREAS**, Columbia-Greene Community College in support of the 2018 College Presidential Search has decided to retain a search firm to assist with the Presidential search and,

**WHEREAS**, an RFP detailing such services was issued and,

**WHEREAS**, RH Perry & Associates has been selected to provide such services.

**THEREFORE, BE IT RESOLVED** that the Board of Trustees of Columbia-Greene Community College approves the appointment of RH Perry & Associates for a cost not to exceed \$69,900.00

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

**8. President’s Report**

- Girls World Expo was December 9<sup>th</sup>, at the Desmond Hotel. The attendance of 1000 people was open to any girl ages 11-18. Associate Professor’s Barbie Shaffer and Frankie Beaver-Timmons were in attendance of this expo, along with CGCC students. Ms. Shaffer did the opening remarks of the expo. Columbia-Greene had our selfie booth, which was enjoyed by all.
- The Construction Technology ground breaking event went very well and was very well attend. There were articles of the groundbreaking event in the Albany Times Union and the Albany Business Review.
- President Campion, Casey O’Brien and Jaclyn Stevenson attended a C-5 meeting at Schenectady Community College.
- Chancellor Johnson is scheduled to be on campus on Tuesday, January 23<sup>rd</sup> at 9:00 am.

## 9. Trustee Reports

Peter O'Hara, Chairman of the Presidential Search Committee, is greatly impressed with the participation and enthusiasm of the committee.

Student Trustee, Deirdre Barkley reported, there was a pop-up event, the soup sampler fund raiser – which raised \$400 for gas cards for students. Also, on December 11<sup>th</sup> there was an end of semester event. Today was the last day of classes, and final exams will be on Tuesday and Wednesday of this week.

## 10. Dean Reports

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

*-11/2018 - As I announced in the November notes, Dr. Rebecca Pinder attended the International Workshop on Invasive Earthworm Ecology at Colgate University. This was an invitation only opportunity. Of the 20 participants, with over ten countries represented, Dr. Pinder was the only faculty representing a community college. Dr. Pinder learned new techniques which she is excited to incorporate into her Ecology courses. Dr. Pinder is well-known for being an expert in the Asian Earthworm.*

*-11/28-11/30 – Technical Assistant for Institutional Effectiveness Diana Smith and Business Office Account Clerk Cindy White attended the Middle States Commission on Higher Education Annual Conference in Washington, DC.*

*-11/29-12/01 – Associate Professor of Human Services Dawn DeFino attended training and received certification in “New Frontiers in Trauma Treatment” and “Advances in Trauma Treatment: Trauma, Memory and the Restoration of Self.” This training, held in Boston, was led by Dr. Bessel van der Kolk, Harvard Professor and internationally-known trauma expert. Participants explored the latest research in prevalence and incident of traumatic stress disorders. The course was beneficial in providing further research and best practices into the current issues affecting Human Services professions and the tools to establish a resiliency model when dealing with secondary trauma – a major reason why Human Services practitioners leave the profession.*

*-12/02 – “Diversity: A Musical Concert” was held on campus. Adjunct faculty member Malcom Cecil and his Introduction to Music students organized this opportunity for them to experience the coordination of a musical program from start to finish. Many of the students performed, others produced, etc. Two professional musicians joined Malcolm on the stage and performed some holiday favorites.*

*-12/06 – “We the People” Student Congressional Hearing was held at Brookwood Secure Center. “We the People” is a component of the James Madison Project – the goal being to promote civic competence and responsibility. Six students from the Brookwood College Program competed against eight students from John Jay College. Four judges, including Assistant Professor Nicole Childrose, judged the students as they answered their assigned questions. Although John Jay did win the overall hearing, it was only by a few points. A C-GCC student did win the best individual speaker category. Another student received the E. Patrick Sullivan Award for Good Citizenship. This year’s event was dedicated to James J. LeCain, as he was the driving force behind integrating “We the People” into the college program.*

*-12/06 – Student Art Show Reception was held in the Foundation Gallery. Student artwork is on display through January 11, 2019.*

*-12/06 – From Darkness to Light: 80 Years After Kristallnacht. Professor Matthew Kenny worked with Rabbi Zoe B. Zak from Temple Israel in Catskill to bring this event to campus. A history of Kristallnacht, Hanukkah celebration with lighting of a Menorah and singing, and a community gathering were part of the evening’s program. It was well attended by College students and staff, as well as members of the community.*

*-12/06 – Associate Professor Dawn DeFino attended the SUNY Partnership for Future in Human Services Conference.*

*-12/06 – Library Instructor John Santana and Library staff member Barbara Pilatich attended an Alma Data Review event at UAlbany. This visit was part of the library migration process.*

*-12/09 – “A Christmas Carol,” performed by Theatre on the Road, was held in the Arts Center Theatre. The performance was followed by a reception at which performers in character interacted with the guests.*

*-12/12 – Professor Bill Mathews and Assistant Professor Leslie Rousseau attended “Change Management Workshop for Student Success Leaders” at Hudson Valley Community College.*

*-12/13 – Professor Geralynn Demarest, Instructor John Santana, and library staff member Barbara Pilatich attended SUNY Libraries Consortium Alma Training at Upstate Medical University in Syracuse.*

*-Professor Joe Scampoli and Associate Professor Dawn DeFino report this year’s Giving Tree project helped 21 families consisting of 75 individuals (and family pets). In cooperation with the Salvation Army, we were also able to deliver 30 turkeys and various food items to local families in need of food assistance.*

*Joseph Watson, VP and Dean of Students and Enrollment Management, reported:*

*-Applications and Accepts are down -16% and -6% compared to this time last year at this time.*

*- Applications continue to be processed for Spring 2019 as well as recruitment and outreach.*

*-Public Relations push is on with constant contact and other social media hits.*

*-Rachel Kappel, Director of Admissions and Joni Groll, Director of Health Services attended the High School Counselor and end of year luncheon at Questar BOCES last week. Joni informed them of possible new SUNY mandate for MMR next fall.*

*-Marc Miller and Andy Baker visited all High school Counselors offices last week and gave them a holiday postcard and a box of Hudson’s Vasilow’s Chocolates. It was a big hit.*

*- A new outreach opportunity - we bought emails and names from the College Board (169), they all received holiday greeting cards for students within an hour radius.*

*-On December 7, 2018, Ann Bruno and Rachel Kappel attended the annual Meeting of the Minds at Union College. This meeting is attended by international student affairs officers from schools and colleges throughout the greater Capital District area. The agenda included a presentation by an SEVP Field Representative from the US Department of Homeland Security and discussions on issues related to student visas and international student status and study.*

*-Admissions, Public Relations and the DA 101 Class participated in Winter Walk. They were stationed at the Hudson Hall.*

*-We currently we have 850+ students enrolled for Spring 2019, this is 50 less students than this time last year.*

*-Orientations for new students, non-traditional and family members will be on January 14<sup>th</sup>.*

*-January 15<sup>th</sup> is Late Registration from 9:00 am - 6:30 pm*

*-More Narcan training has occurred and more in the works.*

*-End of year celebration occurred - students had photo booth, sparkling apple cider, mac and cheese, New Year’s hats and party favors. This is thanks to Nick Dyer, Jen Cowell and Barbie Schaffer.*

*-Soup Sampler went well, thanks to everyone who made soup.*

*-Men’s Basketball Finished the semester 7-6*

*-Volleyball Queen of Court will occur again over the break. The Admissions Office will have an information table.*

*-Day Care – there are 30+ kids currently signed up for the Spring Semester*

**11. New Business/Other**

Discussion of time for the January Board meeting 3:30 pm. A poll will be taken.

**12. President’s Travel Approval List**

No list this month

**13. News Release Summary**

*-In lieu of lists of press releases sent, the PR/Marketing department will provide the board with media reports detailing mentions in the press and on social media, spanning from the previous board meeting to the current meeting. These reports include media mentions, their estimated publicity value, and estimated number of readers/viewers of the news. These reports can be emailed to board members any time.*

**14. Facility Use Report**

*The report was reviewed*

**15. Announcement of the January 2019 Meeting**

Monday, January 28, 2019 at 3:30 pm

A Finance Committee meeting will be held.

**16. 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;

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|---|---------------|------------------|---------------|
| <b>Motion:</b>  | Mr. Abitabile | <b>Seconded:</b> | Mr. Bianchi   |
| <b>Vote:</b>  | Yes 8         | No               | Abstention(s) |
| <b>Resolution:</b> <input checked="" type="checkbox"/> Accepted <input type="checkbox"/> Rejected <input type="checkbox"/> Tabled |               |                  |               |
| <b>Entered Executive Session at: 4:33 pm</b>  |               |                  |               |

|   |               |                  |               |
|---|---------------|------------------|---------------|
| <b>Motion:</b>  | Mr. Abitabile | <b>Seconded:</b> | Ms. Lee       |
| <b>Vote:</b>  | Yes 8         | No               | Abstention(s) |
| <b>Resolution:</b> <input checked="" type="checkbox"/> Accepted <input type="checkbox"/> Rejected <input type="checkbox"/> Tabled |               |                  |               |
| <b>Exited Executive Session at: 4:57 pm</b>   |               |                  |               |

**17. Adjournment**

|   |               |                  |               |
|---|---------------|------------------|---------------|
| <b>Motion:</b>  | Mr. Abitabile | <b>Seconded:</b> | Ms. Lee       |
| <b>Vote:</b>  | Yes 8         | No               | Abstention(s) |
| <b>Resolution:</b> <input checked="" type="checkbox"/> Accepted <input type="checkbox"/> Rejected <input type="checkbox"/> Tabled |               |                  |               |
| <b>Adjournment at: 4:57 pm</b>  |               |                  |               |

*Peter O'Hara*

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Peter O'Hara  
Vice Chairman, Board of Trustees

*Mary Garafalo*

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Mary Garafalo  
Executive Secretary

# Consent Agenda

December 17, 2018

## Approval of the Minutes from the November 19, 2018 Board Meeting

### Operating Warrant Approval

- a. Warrant No. 11-18

### Capital Fund Expenditures

- a. Warrant No. 5, Renovations and Improvements C06138

### Resolutions

#### **Resolution No. 1218-2115 Resolution 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. Mary Garafalo 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. Mary Garafalo to the position of Executive Secretary to the Board of Trustees for a period of one year beginning with the December 2018 meeting of the Board of Trustees to perform the duties detailed in this section and other duties which might be assigned.