

BOARD MEETING

*For the regular meeting of the Board of Trustees of Columbia-Greene Community College held Monday, **October 21, 2019 at 3:30 p.m.** or thereafter in the Board Room on the college campus, 4400 Route 23 Hudson, New York, the following matters are submitted for consideration and action.*

Present: Ned Schneier, Chairman, Peter O’Hara, Bruce Bohnsack, Phil Abitabile, Rick Bianchi, Peter Markou, Maryann Lee, Barbara Slutzky and Sean Berry, Student Trustee

Excused: N/A

Others Present: Carlee Drummer, President; George Timmons, Vice President and Dean of Academic Affairs; Dianne Topple, Vice President and Dean of Administration and Joseph Watson, Vice President and Dean of Students and Enrollment Management; and Mary Garafalo, Executive Secretary to the Board

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. Markou; **Seconded:** Ms. Lee
Vote: Yes – 9; No – 0; Abstention(s)
Resolution: Accepted
5. **Request for Approval of the Items in the Consent Agenda**
Motion: Mr. O’Hara; **Seconded:** Mr. Abitabile
Vote: Yes – 9; No – 0; Abstention(s)
Resolution: Accepted
6. **Introduction of Guests and Items from the Floor**
Michael Phippen, Professor of Transitional Studies and Director of Honor Studies Program; Gregg Berninger, Professor of English; Casey O’Brien, Assistant Dean of Planning and Institutional Effectiveness; Joan Koweek, Director of Development and Alumni Services; Jaclyn Stevenson, Director of Public Relations; Joe Scampoli, Professor of Computer Science/Mathematics and Co-Chairperson of Technology Division; and Sanjay Goel, Chair & Professor, Dept of Information Security & Digital Forensics Program Director at SUNY Albany
7. **Resolutions**
Resolution #1019-2146 to Accept a Donation of a Refrigerator from Steve & Nancy Leonard
Motion: Everyone; **Seconded:** Everyone
Vote: Yes – 9; No – 0; **Abstention(s)**
Resolution: Accepted

Resolution #1019-2147 to Accept a Subaru U donation to the Automotive Program

Motion: Everyone; **Seconded:** Everyone

Vote: Yes – 9; No – 0; Abstention(s)

Resolution: Accepted

8. Presentation and demonstration from Dr. Sanjay Goel, SUNY Albany

- *Dr. Sanjay Goel, a Program Director at SUNY Albany and Founder and Director of the School of Business’ Department of Digital Forensics, serves as the associate dean of Cybersecurity for the University, is the director of research at the New York Center for Information Forensics and Assurance, and is the director of the University’s Forensics Analytics Complexity Energy Transportation and Security Center.*
- *Dr. Goel discussed with the Board on the Bachelor of Science in Digital Forensics degree at UAlbany. This degree is looking forward into the next decade of technology. Students will develop a solid foundation of learning by solving problems. Students will be studying the hardware and operation systems of computers, networks and electronic devices. They will also learn how to collect data from a variety of sources and learn techniques required to analyze data sets. With a 100% job placement, students will have such career opportunities as to work in a consulting firm in cyber incident analysis or assist intelligence and homeland security agencies with collecting cyber intelligence and analyzing threats.*
- *Columbia-Greene has had a partnership with UAlbany with this program since 2014. Our faculty members: Clint Mossman, William DeLuca, Joe Scampoli and William Mathews, have been key resources for the continuation of this program.*
- *Dr. Goel also states that they have a 1-year intense master’s program: “Digital Forensics and Cyber Security Master of Science”. In this program students can specialize in one of three tracks: Cyber Security, Digital Forensics and Cyber Operations.*
Upon completion of Dr. Goel’s presentation in the Boardroom, the Board of Trustees moved to room 125 for a demonstration by Associate Professor, Clint Mossman. Associate Professor Mossman demonstrated the following examples of possible computer hacks:
 - *A Keyboard logger, which captures every keystroke a user makes on their device and send that information to a remote system (so someone can therefore capture someone’s username and password)*
 - *The Wi-Fi Pineapple, which is a device that acts as a hotspot. The device will act as the man in the middle and will be transparent to the user. The user will connect into the hotspot, instead of the wireless access point.*
(Some of our board members could see this occur on their own cell phones).

9. President’s Report

Rocktober Fall Festival

A “Super Saturday” event this past weekend featuring an Admissions Open House, Hope Rocks Festival, and Classic Car Show. Tremendous success! Assemblywoman Didi Barrett and Deputy District Director of Congressman Delgado attended and were mightily impressed.

Senator Gillibrand / Congressman Delgado

VP Timmons and I attended a Press Conference with Senator Gillibrand and Congressman Delgado who are introducing a new bill, “Rebuild Rural America” Act.

New York Community College Trustees’ Conference

Attended with Chairman Schneier; terrific presentations and networking opportunities.

Program Needs Analysis

Contracted with EMSI, same firm that conducted the Economic Impact Study; report will be out in late December 2019, giving us time to think about and plan new program offerings for fall 2020.

Field Station

VP Timmons and I toured the Field Station with Professors Dawn Holsapple and Rebecca Pinder. Incredible space – and much work needs to be accomplished in order to hold classes there. We will be meeting with faculty for curriculum ideas and then perhaps requesting a proposal for the work that needs to be done with the accompanying costs. We would undoubtedly need to pursue a grant opportunity to make this happen – and we would engage Greene County Legislators in this initiative.

Middle States Town Hall Meeting in Albany

VP Timmons, Dr. O'Brien, and faculty member Nicole Childrose attended.

Soccer Scoreboard

Received a \$3,500 donation from the New York State Correction Officers and Police Benevolent Association to purchase a scoreboard for the women's soccer team.

Admissions Updates

Thanks to Bruce Bohnsack, for sending us the Out of Alignment report on the Mid-Hudson Region from the Great Recession to 2030. The information certainly gives us pause with respect to the efforts we will be needing to make in recruiting and retaining students. Spring registration opened last Monday, and the new Assistant Dean of Enrollment Management Ann Bruno is launching some tactics that include a new Admissions Packet mailed to prospective students. The immediate interest is the follow up with students who filled out Inquiry Cards at the Open House last Saturday.

High School Updates

College in the High School is up 20 students from 2018 (386 – 406); hours up 119 (1703 to 1822). Two weeks ago, the College hosted teachers from Ichabod Crane High School who did not know about CoGreene's Auto Technology programs. They spent a half day on campus meeting with faculty and left armed with information and much good will.

Website Overhaul

Taskforce is in place for the overhaul of the College's website. This project will roll out in phases, but already the home page sports new photos – the first photo change since January 2019!

"Listening Tour" continues:

- *Met with Assemblyman Jacob Ashby and State Senator Daphne Jordan.*
- *Met with Superintendents Susan Vickers (Tannersville), John Wiktorko (Windham), Ronel Cook (Catskill), Michael Wetherbee (Cairo), Susan Brown (Germantown), Salvatore DeAngelo (Chatham).*
- *Met with Martha Lane and Carol Wilbur from the CEDC.*
- *Met with Paula Forman, founder of Perfect Ten (organization for girls in sixth through 12th grades).*
- *Met with Columbia County Healthcare Consortium Board of Directors – received interesting ideas for allied health programs to introduce including LPN, Paramedic, Occupational Therapists, and Physical Therapist Assistant.*
- *Met with Workforce Investment Board of Directors.*

Other:

- *Celebrated Spirit Week – pajamas, pink attire in honor of Breast Cancer Awareness Month, C-GCC regalia, Halloween costumes.*
- *Launched “Pizza with the Prez” – served approximately 230 students.*
- *Volunteered for first-year nurses to take vital signs*
- *Immunization Clinic*
- *Will be attending the New York Community College Association of Presidents meeting tomorrow (October 22) and the Chancellor’s Meeting with Presidents on Wednesday (October 23).*
- *Will be representing C-GCC at President Roger Ramsammy’s inauguration on Friday (October 25).*

10. Trustee Reports

- *Student Trustee, Sean Berry reported:*
 - *Student Senate has currently 13 active senators*
 - *Some events that have already occurred on campus:*
 - * *October 1, Ice Cream Social*
 - * *October 8, Magician, BJ Mallen and Pink Day (for Breast Care Awareness)*
 - * *October 10, Pizza with the President*
 - * *October 17, Motivational speaker*
 - * *Upcoming events:*
 - * *October 22, Bingo*
 - * *October 29, SUNY Got Your Back Day*
 - * *October 31, Day of the Dead*
 - * *Final Women’s soccer game will be this Saturday*
 - * *The Goldberg Men’s Basketball Tournament will be November 1 and 2*
 - *Trustee Berry handed out donation letters to all trustees, for anyone interested in donating to the men’s baseball team for their spring training trip.*
- *Chairman Schneier, is working with SUNY on the unappointed trustees’ positions on the Board.*
- *Trustee, Bianchi reported he will be giving a report on the investment policies on the Foundation at the November Board meeting.*

11. Vice President’s Reports

Vice President and Dean of Administration, Dianne Tople reported:

- *Phase 3 of the construction project is moving along. The CTC replacements windows have arrived undamaged and will be installed shortly.*
With construction starting on Monday, November 4, there are offices on campus that are needed to be moved to other locations. Everyone has been very cooperative in the moving of these temporary office locations.
- *The Finance software of Banner, went live on November 1*
- *The Argos report writing software, will be used in the software updates on campus.*
- *Human Resources and Payroll will go live on January 1, 2020. The staff members for these departments will be in training every week, until we become live on January 1.*
- *Due to Banner implementation, we will be making a change to our existing payroll calendar. Dean Tople will be meeting with Faculty, Staff and Administrators to let everyone know of these changes.*

– Auditors will be on campus on November 17, and the final financial statements will be given in the January board meeting.

Vice President and Dean of Academic Affairs, George Timmons reported:

1. *The Office of Academic Affairs is grateful for the faculty and staff that organized and volunteered their time to support the Hope Rocks Concert, the College Open House, the Car Show and the Car-Care event.*
2. *T-TEN Update: After several conversations internally and with the Toyota T-TEN leadership the College has decided to teach-out the T-TEN 2020 class and determine if recruiting for Summer 2021 semester is a viable option.*
3. *The College has signed an agreement with EMSI, the organization that conducted the College’s Economic Impact Study, to perform the Program Gap analysis for both credit and non-credit programs. The results will provide recommendations for programs that have reached the end of their life cycle, current programs with potential to perform better and new program recommendations. In addition, the College has purchased a 3-year subscription to an EMSI product called Analyst. Analyst is a product used by the Department of Labor that will allow the College to access local county / regional statistics and information for the development of credit and non-credit programs. (Information provided includes the number of specific posted jobs, the name of the employer, number of program regional completions, potential competitors, and other information useful for determining program viability).*
4. *In addition to Banner, the College is also in the midst of a Campus Labs conversion. Campus Lab is the College’s new assessment software. The total conversion time is expected to be 6-8 weeks. Dr. Casey O’Brian is leading this initiative.*
5. *On October 17, President Drummer and Assistant Dean Carol Doerfer attended a meeting with Greene County Administrators, Warren Hart and Karl Heck, as well as elected and community representatives from Cairo to discuss the feasibility of a “satellite” campus at the Cairo Library to offer credit and non- credit courses. Content areas of possible interest include Advanced Manufacturing, Allied Health, Business, HVAC, Electrician, Hospitality and Culinary Arts.*
6. *The Dean attended the SUNY Association of Chief Academic Officers Fall Conference. Agenda items included but not limited to:*
 - a. *a presentation from Middle States Commission on Higher Education representative Dr. Christy L. Fashion, Senior Vice President for Accreditation Relations,*
 - b. *a presentation Dr. Tod Laursen, SUNY Provost, a presentation from Robert E. Ruggeri, Senior Managing Counsel, Office of General Counsel SUNY.**In addition, there were a host of sector and regional meetings. It is important to note as a result of the conference, a significant outcome was the new Provost at the University at Albany has agreed to host the capital district region institutions (Columbia-Greene Community College, Hudson Valley Community College, Schenectady County Community College, Adirondack Community College, SUNY Albany and SUNY Cobleskill) to invite a dialogue on ways we can enhance collaboration efforts and build stronger relationship.*
7. *The Spring 2020 semester is the premier of the College’s revised course schedule format. Some of the benefits of the schedule are:*

- a. *The schedule is a student-centered approach as it still accommodates students desire for a two-day schedule.*
- b. *It allows for designated meeting times that do not conflict with the activity period. It will allow faculty to attend more student/college events.*
- c. *This will give the faculty the option of offering/scheduling office hours during the activity period when students are available. Often, faculty office hours do not accommodate student schedules.*
- d. *It allows for better decision making when the college needs to determine closures or openings due to inclement weather.*

Vice President and Dean of Students and Enrollment Management, Joseph Watson reported:

1. *The REACH Center is observing Domestic Violence Awareness, this week on campus.*
2. *The Student Life Committee will be having free mocktails for students during the upcoming activities period. There will also be free literature for students as a part of National Collegiate Alcohol Awareness Week.*
3. *We had two therapy pigs on campus, which were enjoyed by all. A thank you to Michele DeCarlo, for making the arrangements to have them here.*
4. *Catherine Carlson, President of NYS Services Council, attended a meeting comprised of over 300 disability support services college campuses in New York State.*
5. *David Shawb, a professional speaker on leadership, spoke last week was on campus.*
6. *A big thank you to Student Senate for a successful Spirit Week.*
7. *This weekend the Women's Soccer team will have a sophomore recognition day, for it is the last game of the season. Also, Goalie Keegan Deyo as of this afternoon, is rank #2 in the country with 215 saves.*
8. *Men's Basketball Team will begin playing in two weeks*
9. *On November 1 and 2, The Goldberg Classic, will take place in honor of Walter and Grace Goldberg. They were huge supporters over the years for our Basketball Teams and Student Activities.*
10. *Students have been administratively withdrawn for Measles, Mumps and Rubella Immunization for being noncompliance.*
11. *Brianna Halleran, Psychiatric Social Worker from Columbia County Mental Health, reports she is busy seeing students Monday and Thursday from 10:00am-3:00pm*
12. *On Tuesday, October 29, "SUNY" Got Your Back Program: -The goal is to pack 500 bags for Domestic Violence Shelters and Advocacy Groups*
12. **New Business/Other**
13. **President's Travel Approval List**
14. **News Release Summary**
15. **Facility Use Report**
16. **Announcement of the November Meeting**
Monday, November 18, 2019 at 3:30 p.m.

17. **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. O’Hara; **Seconded:** Ms. Slutzky

Vote: Yes – 9; No – 0; Abstention(s)

Resolution: Accepted

Entered Executive Session at: 5:19 pm

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

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

Resolution: Accepted

Exited Executive Sessions at: 5:20 pm

Resolution discussion:

– *Resolution #1019-2148 to Amend Unclassified Professional Titles*

Motion: Mr. Markou; **Seconded:** Mr. Bianchi

Vote: Yes – 9; No – 0; Abstention(s)

Resolution: Accepted

18. **Adjournment:**

Motion: Mr. Markou; **Seconded:** Mr. Bianchi

Vote: Yes – 9; No – 0; Abstention(s)

Resolution: Accepted

Adjournment at: 5:25 pm

Edward Schneier

Edward Schneier
Chairman, Board of Trustees

Mary E. Garafalo

Mary E. Garafalo
Executive Secretary

Consent Agenda

October 21, 2019

Approval of the Minutes from the September 16, 2019 Board Meeting

Capital Fund Expenditures

- a. Warrant No. 15, Renovations and Improvements C06138

Operating Warrant Approval

- a. Warrant No. 09-19