

## Board Meeting

*For the regular meeting of the Board of Trustees of Columbia-Greene Community College was held on **Monday, November 21, 2022, 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; Laura Best-Macia, Bruce Bohnsack, Doreen Davis, Kelly Konsul, Maryanne Lee, Peter Markou, and Charlie Millar

**Excused:** Ned Schneier

**Others Present:** Carlee Drummer, President; George Timmons, Provost and Senior Vice President for Academic and Student Affairs; Dianne Topple, Vice President of Administration and Chief Financial Officer, Casey O’Brien, Dean of Academic Affairs; and Mary Garafalo, Secretary to the Board of Trustees

1. **Call to Order, 3:30 p.m.**
2. **Roll Call, quorum present**
3. **Pledge of Allegiance**
4. **Request for Approval of Agenda**  
**Motion:** Ms. Lee; **Seconded:** Mr. Bohnsack  
**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:** Mr. Markou  
**Vote:** Yes - 8; No - 0; Abstention(s) – 0  
**Resolution: Accepted**
6. **Introduction of Guests and Items from the Floor**
7. **Moment of Silence**  
*Dr. Ronel Cook*  
*Carmi Rapport*

## 8. President's Report

### a. President Drummer reported:

#### **Enrollment**

Spring enrollment is up 11 percent in headcount and 13 percent in FTE.

#### **Middle States Pre-Accreditation Visit**

The Middle States pre-accreditation visit from Team Chair Dr. Mark McCormick went exceedingly well. Shortly, Dr. O'Brien will give further information on Dr. McCormick's visit.

#### **"Every Student Matters"**

Coxsackie-Athens is the latest school to participate in the "Every Student Matters" initiative with the College providing "instant admission" for all seniors.

Superintendent Randy Squier and Principal Bill Behrle were quite pleased with the event.

#### **Pipeline with Ichabod Crane High School**

Last Thursday, Provost Timmons, Christy Ward, Nicole Childrose, Ed Smith, and President Drummer met with Ichabod Crane Superintendent Suzanne Guntlow, Assistant Superintendent Lucas Christensen, Principal Craig Shull, and Technology Chair Steve Leader to discuss an automotive technology pipeline between the high school and Columbia-Greene. This conversation began in late fall 2019, so we are delighted to be moving forward at last.

#### **Collaboration with Hudson Athens Lighthouse**

Provost Timmons, Nicole Childrose, Gloria Houg, Amanda Karch, and President Drummer met with leadership from the Hudson Athens Lighthouse Preservation Society. There was a discussion on possible collaborations in art, history, and community programs. They are eager to solidify a plan in early 2023.

#### **Skilling the Gap Recap**

The *Skilling the Gap* Forum last month sponsored by the College, Berkshire Taconic Community Foundation, and Columbia Economic Development Corporation, attracted close to 100 individuals from various sectors in our community, and the feedback has been quite gratifying. Three more partnership opportunities have emerged from that event – Build Hudson, Donald Kline Technical School, and Taconic Biosciences.

#### **Veterans' Day Celebration**

On November 10, 2022, the College celebrated Veterans' Day with a very moving ceremony honoring those who have served or are serving in the military. Included in the day's events was the re-dedication of the Veterans' Support and Resource Center which relocated to its new space earlier in the fall. Assemblymember Didi Barrett, Chair of the Committee on Veterans' Affairs, attended the event and presented a Citation from the New York State Assembly that reads, in part, "The College community's commitment to providing critical resources and support to student, faculty, and staff Veterans and military families contributes to a richer and more diverse experience for Columbia-Greene students as they further their education, reach for their dreams, and attain their goals." The Citation will have a place of honor on the west wall in the Veterans' Room.

### **Holiday Craft Fair**

The annual Holiday Craft Fair returned on November 12, 2022, following the two-year pandemic hiatus. The event netted \$6,500 for the Foundation!

### **“Spilling the Beans”**

Guidance Counselors from nearly all the high schools in the College’s service district plus Ravena responded to the “We’re Spilling the Beans” invitation to find out what’s brewing at Columbia-Greene. On November 1, 2022, the Office of Admissions sponsored a breakfast program that included a number of dynamic presentations to better acquaint the Counselors about the College.

- b. Racheal Chubb, Director of Institutional Research, Planning and Effectiveness reported:  
Ms. Chubb gave the Trustees a handout on the Student Profile for Spring 2022. With this information, the board could review the data for Spring 2022 and compare to the Spring 2021 which was displayed from our website.
- c. Berne Bendel, Associate Professor of Education/Psychology reported:  
With our Education Programs, Professor Bendel explained the articulation agreement with SUNY New Paltz, with following the course sequence, our students can seamlessly transfer to SUNY New Paltz with full junior standing to complete their bachelor’s degree.  
With the recent announcement of free room and board at St. Rose as a teacher recruitment, and the availability of our transfer scholarships, our students have the opportunity to take advantage of cutting costs with their education.
- d. Jessica Curley, Assistant Professor of Medical Assisting reported:  
The Medical Assisting Program is the fastest growing occupation according to the US Department of Labor through 2021. The number of medical assistants is expected to increase 16% from 2021-2031. With the increase of this growing occupation, graduates are working in physicians’ offices, hospitals, and chiropractor and ophthalmology offices.  
We recently became accredited through CAAHEP (Commission on Accreditation of Allied Health Education Programs). Our students are now eligible to sit for the RMA and for certification exams offered through the AMCA. We also offer EKG as a stand-alone course and can be completed in one 15-week semester. Our students can sit for the EKG National Exam through the AMCA.  
The median salary for medical assistants is \$41,000.

## 9. Trustee Report

Student Trustee, Laura Best-Macia reported:

- The Men's Basketball team have home games on December 10, 11, and January 14 and 18. Away games are scheduled on December 14, January 7 and 15.
- Athletic Mission Statement:  
*Columbia-Greene Community College believes athletics provides a unique contribution to the overall College curriculum in that it promotes growth, awareness towards leadership, character, physical fitness, the importance for life-long participation in physical activity and enhances the total development and the higher educational experience for those who engage in the sports and activities provided.*  
*The College supports the need for encouraging the development of programs for the highly skilled student athlete and will promote a variety of programs, support services and activities, which are necessary to meet the needs of these student-athletes. The College is supportive and complies with the regulations of Title IX, offering equal opportunity for all student athletes.*  
*It is the philosophy of the College to strive to maintain the optimum level of teaching and support from the community, Board of Trustees, administration, faculty, staff, and students. The implementation of the Code of Conduct and expectation of high academic and behavioral standards, contributes to an athletic experience of dignity and excellence.*  
*It is with this basic philosophy of purpose that Columbia Greene Community College operates to best accomplish and fulfill the goals of wholesome and desirable experiences for all participants as well as to offer the opportunity for student athletes of the College to reach and fulfill their full athletic and academic potential.*
- The Thanksgiving celebration for students crowned the month of November. More than 100 students enjoyed a feast served by administrators, faculty, and staff that included stuffed chicken, cranberry sauce, mashed potatoes, carrots, and tossed salad. Finishing off the meal were delicious desserts - pecan, apple, and pumpkin pie along with a selection of cookies. A special bonus was a wonderful array of books pertaining to American Indian and Alaska Native Heritage Month curated by Geralynn Demarest and John Santana.
- The Gender Sexuality Alliance is planning Equali-TEA event in December inviting the campus to join the club for tea (as well as hot chocolate and cookies) in support and solidarity with C-GCC LGBTQ+ students. Next semester, they plan to march in the Capital Pride Parade and the Out Hudson Parade.
- The Animal Advocate Club will be hosting/facilitating a common read planned to launch before the holiday break to provide a shared, experience of intellectual and community engagement by bringing the campus community together to read and discuss the book, *"Where the Blind Horse Sings"* and its themes. The book was written by Kathy Stevens who established the Catskill Animal Sanctuary. The club plans to welcome a Catskill Animal Sanctuary staff member on campus or via zoom to discuss the sanctuary and host a discussion for the campus community to share stories of rescue, love, healing, and compassion with their beloved animals. Dr. Childrose, the club's faculty advisor, describes the book as life-changing and her inspiration for her

animal rescue built in the early 2000s. In addition, they continue to collect pet food in their pet food pantry in the Student Court which serves pets in need in the community.

#### 10. Vice President's Report

- a. Vice President for Administration and Chief Financial Officer, Dianne Topples reported: Our audit for fiscal year ending 8/31/2022 is scheduled to begin on Monday, December 5<sup>th</sup>. It is possible we could have a draft for a presentation in January. Vice President Topples will provide an update at the next meeting to let us know how we are progressing.

Budget season is approaching again. Ms. Topples recently attended the conference of the Community College Business Officers Association where our liaison to the Association of Presidents, Dr. Steady Moono, shared the plan for budget advocacy. The Trustees were given a one-page document describing the task of the Community Colleges. They are hoping for a consistent message across all institutions and levels within those institutions and this document is designed to help navigate that. The focus is on workforce funding and maintaining the funding floor with respect to operating aid. In addition, asking for a 4% cost-of-living increase.

The Coarc Café kicked off a “soft launch” today with grab n go snacks and drinks. They will be open from 8am – 12 noon, Monday thru Thursday. (Bagels, hard rolls, pastries, yogurt, coffee, and a variety of drink items).

- b. Dean of Academic Affairs, Dr. Casey O'Brien reported: On October 24 Dr. Mark McCormick visited the campus. Dr. McCormick is the Team Leader for the upcoming Middle States Commission on Higher Education accreditation visit in late March 2023. Dr. McCormick provided incredibly positive feedback about his conversations on campus and as well as sound ideas to strengthen the Self Study. Some of his major suggestions were to shorten and tighten up the document.
- c. Provost and Senior Vice President for Academic and Student Affairs, George Timmons reported:

##### **Academic Affairs Update:**

- The College has communicated with “Jobs for the Future,” a national education and workforce development nonprofit organization, to partner with Google to offer Career Certificates in Digital Marketing/E-commerce and Information Technology Support. These highly marketable industry credentials will be weaved into our existing curricula to enhance students' employability, a priority of the academic affairs' strategic plan. We want to thank our Business and Technology Division for their work on developing an implementation plan, and we look forward to expanding our partnership with Google and Jobs for the Future in developing high-demand programs.
- Members of the faculty from Berkshire Community College will be on campus next Monday, November 28, to review the details of our new articulation agreement in Physical Therapy Assisting. Key discussion topics will include how we can market the new partnership and prepare our students for seamless transfer.

- Recently, the College entered into an articulation agreement with Germantown High School's Construction Technologies program. High school graduates who complete Germantown's program will be eligible for credits applicable to our Individual Studies AOS Construction Technology Program.
- The campus recently launched a new feature in its digital learning environment, Respondus LockDown Browser, an industry-leading software product that helps ensure academic integrity for remote and online examinations. As the College continues to offer classes remotely, this product will enhance our capacity and carry our academic integrity principles into the online space.

#### **Student Development Update:**

##### **Accessibility Services**

The Serenity Room has been actively used since its launch earlier this semester. Students can register for sessions online in advance or by drop-in. The feedback from staff and students has been positive.

##### **Career Success**

- A partnership has been established with Workforce Investment Office, Hudson City School District, COARC, OAS, and CEPD to pilot a Workplace Professionalism microcredential to special populations aged 16-24. The standard curriculum will be enhanced with additional practice opportunities, a new module on Self-Advocacy and DEI, and an applied learning focus on interviewing and networking skills have been included.
- An Internship Toolkit, consisting of resources, forms, and documents, is being finalized to assist faculty in following the SUNY Guidance and Best Practices for Applied Learning. This toolkit will be reviewed annually with relevant divisions to ensure everyone can access the latest information.
- Career Success continues to enjoy its collaboration with faculty in support of our students.
- Newer offerings include:
  - 1:1 resume coaching sessions with those enrolled in Police Basic Training.
  - Resume development recordings have been created for the new asynchronous Technical Writing class.
  - A new applied learning session launched for first-year Medical Assisting students involving a patient care scenario practice with an employer mentor.
- Recruitment efforts are underway for the Career Connections program. A new mini site was debuted at the Guidance Counselor Breakfast, and targeted mailings were sent to the parents of 45 eligible high school juniors in the region. Outreach to school district personnel continues, as well as meetings with eligible youth enrolled in the YES program through the Workforce Investment Office. Several students in the current cohort are completing their non-credit credential courses. We have two students who are working with a college student mentor to complete an Entrepreneurship project.

##### **Health Services**

- Health Services has responded to 26 reported positive cases on campus (employees and students) since the beginning of this semester compared to 12 cases last year on this date. The increase likely comes because of CDC's relaxed masking and social

distancing requirements. C-GCC continues to remain in compliance with SUNY COVID regulations.

- The Health Services office continues to distribute free “at home” rapid tests and provide rapid point-of-care testing, for those who are symptomatic or directly exposed.

#### **Student Success**

Organized by the Office of Student Success, the College participated in a national celebration of First-Generation College students, an initiative of the National Association of Student Personnel Administrators (NASPA), on November 8. First Generation students enjoyed lunch and the opportunity to hear from first-generation college graduate panelists, including Dr. Stacey Hills, Christy Ward, and Provost Timmons. Dr. Nicole Childrose facilitated the panel discussion.

#### **11. Announcement of the December 2022 Meeting**

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

#### **12. 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:** Ms. Konsul

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

**Resolution:** **Accepted**

**Entered Executive Session at: 4:22 p.m.**

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

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

**Resolution:** **Accepted**

**Exited Executive Sessions at: 5:03 p.m.**

#### **13. Adjournment**

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

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

**Resolution Accepted**

**Adjournment at: 5:04 p.m.**

*Peter O’Hara*

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Peter O’Hara  
Chairman, Board of Trustees

*Mary Garafalo*

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Mary Garafalo  
Executive Secretary to the Board

# **CONSENT AGENDA**

**November 21, 2022**

**Approval of the Minutes from October 17, 2022, Board Meeting**

**Operating Warrant Approval**

- a. Warrant No. 10-22, Operating Warrant