

DUTCHESS COMMUNITY COLLEGE
Minutes
Board of Trustees Meeting
August 9, 2016

Trustees Present: Mr. Thomas E. LeGrand, Chairperson; Mr. Dale L. Borchert, Ms. Betsy Brown, Ms. Barbara Hugo, Mr. Richard Keller-Coffey, Mr. Daniel P. Kuffner, Ms. Denise Doring VanBuren, and Mr. Matthew Lahey, Student Trustee
Dr. Pamela R. Edington, President

Absent: Mr. Michael Francis Dupree and Dr. Sherre Wesley

Also Present: Mr. Will Truitt, Dutchess County Legislature Liaison

I. The meeting was called to order at 7:05 p.m. by Chairperson LeGrand. He welcomed everyone to DCC South, which was established in 1988. In Fall 2015, 1,511 students took classes at this location and 157 courses were offered, including EMS AND EMT training programs.

II. Roll Call by Ms. Beasimer, quorum present.

III. Approval of Agenda: Upon motion made by Mr. Borchert, seconded by Ms. Brown, voted on and duly carried, the agenda was approved as distributed.

IV. Public Comment

Professor Halsey, President of Dutchess United Educators, addressed the Board regarding a non-agenda item. She spoke about the collaborative process to negotiate a successor contract to the DUE contract that will expire on August 31, 2016.

V. Consideration of Minutes of Meeting held on July 12, 2016: Upon motion made by Mr. Kuffner, seconded by Ms. Hugo, voted on and duly carried, the minutes were approved as distributed.

VI. Educational Presentation

Ms. Donna Johnson, Director of Institutional Research, Planning, and Assessment, gave a brief presentation on the Student Opinion Survey that was conducted during the spring semester. Although the survey is SUNY-wide for community colleges, the only information we have available at this time is the results from our students. Once we receive the collective results from SUNY, we can compare our outcomes to those from the other community colleges.

A Student Opinion Survey is conducted every 3 years, and this is the first year that it was done electronically rather than in the classroom. All non-concurrent students who were at least 18 years old were emailed an invitation to participate. Out of the 5,894 students who were contacted, 718 completed the survey, which

is a valid response rate of 12%. There was a good representation from various groups, such as age, gender, and ethnicity. There was more participation from full-time students than part-time.

We received favorable results in many areas, i.e. 86% of students said they would choose DCC again, and 80% said we are meeting their goals. When asked to rate the quality of instruction at DCC, the “high” or “very high” rating went from 39% before they enrolled to 76% after they enrolled.

Ms. Johnson provided the results related to each of the College’s strategic goals:

- *Increase Student Success:* We were highly rated on the availability of computers, learning center facilities, and the quality of instruction. An area where we need to improve is the availability of online classes.
- *Promote Collaborative Campus Culture:* Students ranked us high in the area of communication.
- *Enhance Institutional Effectiveness through Integration of Assessment, Planning and Resource Allocation:* Students are very satisfied with our library resources and services, class size, classroom facilities, and tutoring services. Food services was ranked very low (35.5%) and the bookstore services received a ranking of 62.4%.
- *Contribute to the Vitality of the Region through Community Engagement:* Although students were satisfied with our cultural programs and opportunities for community service, we ranked very low (25%) regarding student involvement in service learning, community service, and civic engagement activities. However, this has improved significantly since the survey.
- *Embrace Diversity as Part of Our Institutional Identity:* We ranked high in this area, including the diversity of our student body, acceptance of individual differences, the diversity of faculty and staff, and racial harmony.

The full data results of this survey are available online.

VII. COMMITTEE REPORTS

It is noted for the minutes that all of the resolutions that are presented to the Board for approval are reviewed and discussed at committee meetings prior to the Board meeting.

A. Finance and Facilities

1. Approval of Bid for the Renovation and Conversion to Material Testing Labs

RESOLUTION NO. 2016-53

Mr. Kuffner offered the following resolution and moved its adoption:

WHEREAS, bids were duly advertised and requested for the Renovation and Conversion to Material Testing Labs in Taconic Hall, rooms 110 and 111, and

WHEREAS, bids were received as a result of the solicitation and were publicly opened and read aloud at 2:00 PM, July 20, 2016, and

WHEREAS, vendors provided prices as shown on the tabulation sheet attached to this resolution, and

WHEREAS, the bid received was from Black Electric meets the required specifications, and

WHEREAS, funds for the Renovation and Conversion are available through the SUNY 2020 grant, now, therefore, be it

RESOLVED, that the bid received for the Renovation and Conversion of existing Labs, in accordance with the specifications, be awarded to Black Electric, Poughkeepsie, NY in the amount of \$130,800.00.

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Seconded by Mr. Borchert

Resolution adopted unanimously

2. Approval to Dispose of Surplus Equipment

RESOLUTION NO. 2016-54

Mr. Kuffner offered the following resolution and moved its adoption:

WHEREAS, certain equipment being stored on campus is obsolete and no longer of use by Dutchess Community College, now, therefore, be it

RESOLVED, that the Board of Trustees declares the attached list of equipment, which shall be made part of the official minutes of this meeting, obsolete and surplus to the needs of Dutchess Community College, and be it FURTHER RESOLVED, that the Vice-President and Dean of Administration is hereby authorized to dispose of said equipment in a manner consistent with law and/or regulation.

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Seconded by Mr. Borchert

Resolution adopted unanimously

B. Personnel and Community Relations

1. Approval of Salaries for 2016-2017

RESOLUTION NO. 2016-55

Ms. Hugo offered the following resolution and moved its adoption:

WHEREAS, the contract negotiations with Dutchess United Educators have not been concluded, now, therefore, be it

RESOLVED, that salaries for 2016-2017 for professional staff members represented by Dutchess United Educators be continued at their present annual rate pending completion of contract negotiations and/or further action by the Board of Trustees, if any, and be it

FURTHER RESOLVED, that salaries for 2016-2017 for management/confidential employees be continued at their present annual rate pending further action by the Board of Trustees.

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Seconded by Mr. Kuffner

Resolution adopted unanimously

2. Approval of Early Retirement

RESOLUTION NO. 2016-56

Ms. Hugo offered the following resolution and moved its adoption:
BE IT RESOLVED, that, based upon the recommendation of the President of the College, the early retirement of the following professional staff member is hereby granted:

Francis Michael Weida, Director of Student Activities, effective July 31, 2017,

And, be it
FURTHER RESOLVED, that approval is granted to pay the appropriate benefits earned, and be it
FURTHER RESOLVED, that the Board of Trustees extends its sincere appreciation to Mr. Weida for his valuable contributions to the College’s educational program during his tenure and wishes him the very best in his retirement and future endeavors.

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Seconded by Mr. Borchert Resolution adopted unanimously

3. Approval of Professional Staff Appointments

RESOLUTION NO. 2016-57

Ms. Hugo offered the following resolution and moved its adoption:
BE IT RESOLVED, that, based upon the recommendation of the President of the College, the following appointments to the professional staff of Dutchess Community College are hereby approved:

ADMINISTRATIVE

Marc Cardinale, Academic Coach, for the period July 25, 2016 through August 31, 2016, at an annual salary of \$51,062, prorated for the period of time worked

Mark Schaefer, Assistant Director of Financial Aid, for the period August 1, 2016 through August 31, 2016, at an annual salary of \$62,009, prorated for the period of time worked

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Seconded by Mr. Kuffner Resolution adopted unanimously

4. Approval of NTE Promotions

RESOLUTION NO. 2016-58

Ms. Hugo offered the following resolution and moved its adoption:
WHEREAS, Dutchess Community College provides for eligible members of the administrative staff to be considered for promotional increments, and
WHEREAS, the Board of Trustees has promulgated procedures for the award of such increments, now, therefore, be it
RESOLVED, that, based upon the recommendation of the President of the College, effective September 1, 2016, promotional increments be awarded to:

Michelle Diano, Admissions Counselor
 Thomas Trinchera, Assistant Librarian
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Seconded by Ms. Brown Resolution adopted unanimously

C. Board Policy Ad Hoc Committee

1. Reaffirmation of Policies related to Code of Ethics, Credit Cards, and Provisional Appointments by the President of the College

RESOLUTION NO. 2016-59

Ms. VanBuren offered the following resolution and moved its adoption:
 WHEREAS, in keeping with good governance practices, the Board of Trustees has formed an ad hoc committee to review Board policies and related resolutions, and
 WHEREAS, based upon this review, the ad hoc committee is recommending that the Board of Trustees reaffirm the following Board resolutions and that these policies remain in effect as previously approved:

<u>Resolution #</u>	<u>Policy</u>	<u>Date</u>
2008-47	Code of Ethics	May 2008
2010-10	Credit Cards	December 2009
27	Provisional Appointments by the President of the College	October 1977

Now, therefore, be it
 RESOLVED, that, based upon the recommendations of the ad hoc Policy Review Committee, the aforementioned resolutions are hereby reaffirmed and the identified policies are to remain in effect, and be it
 FURTHER RESOLVED, that the Board reconsider these policies again within five years or earlier should it be determined revisions are needed prior to the scheduled review date.

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Seconded by Ms. Brown Resolution adopted unanimously

2. Reaffirmation of Policy related to Certificate Programs

RESOLUTION NO. 2016-60

Ms. VanBuren offered the following resolution and moved its adoption:
 WHEREAS, in keeping with good governance practices, the Board of Trustees has formed an ad hoc committee to undertake a review of Board and College administrative policies and related resolutions, and
 WHEREAS, the Curriculum Committee was asked to review the following resolution:

<u>Resolution #</u>	<u>Policy</u>	<u>Date</u>
1999-57	Certificate Programs	May 1999

And

WHEREAS, the Curriculum Committee endorsed this resolution as it stands and the ad hoc committee concurs, it is recommended that the aforementioned resolution be reaffirmed and that this policy remain in effect, now, therefore, be it

RESOLVED, that, based upon this review, the aforementioned resolutions is hereby reaffirmed and the identified policy is to remain in effect, and be it FURTHER RESOLVED, that the Board reconsider this policy again within five years or earlier should it be determined revisions are needed prior to the scheduled review date.

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Seconded by Mr. Borchert

Resolution adopted unanimously

3. Approval of Revised Policy on Reimbursement for Job Applicants

RESOLUTION NO. 2016-61

Ms. VanBuren offered the following resolution and moved its adoption:

WHEREAS, in keeping with good governance practices, the Board of Trustees has formed an ad hoc committee to review Board and College administrative policies and related resolutions, and

WHEREAS, based upon this review, the ad hoc committee has determined that the following Board policy needs to be revised:

<u>Resolution #</u>	<u>Policy</u>	<u>Date</u>
36	Reimbursement for Job Applicants	November 1982

Now, therefore, be it

RESOLVED, that, based upon the recommendation of the ad hoc committee, the aforementioned resolution is hereby determined to be outdated, and be it FURTHER RESOLVED, that, based upon the recommendation of the ad hoc committee and review by the Board of Trustees, the revised policy on Reimbursement for Job Applicants, which is attached and shall be made part of the official minutes of this meeting, is hereby approved, and be it FURTHER RESOLVED, that this policy shall be effective immediately, and be it

FURTHER RESOLVED, that the Board reconsider this policy again within five years or earlier should it be determined revisions are needed prior to the scheduled review date.

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Seconded by Mr. Borchert

Resolution adopted unanimously

4. Approval of Revised Policy on Nepotism

RESOLUTION NO. 2016-62

Ms. VanBuren offered the following resolution and moved its adoption:

WHEREAS, in keeping with good governance practices, the Board of Trustees has formed an ad hoc committee to review Board and College administrative policies and related resolutions, and

WHEREAS, based upon this review, the ad hoc committee has determined that the following Board policy needs to be revised:

<u>Resolution #</u>	<u>Policy</u>	<u>Date</u>
2007-21	Nepotism	January 2007

Now, therefore, be it
 RESOLVED, that, based upon the recommendation of the ad hoc committee, the aforementioned resolution is hereby determined to be outdated, and be it
 FURTHER RESOLVED, that, based upon the recommendation of the ad hoc committee and review by the Board of Trustees, the revised policy on Nepotism, which is attached and shall be made part of the official minutes of this meeting, is hereby approved, and be it
 FURTHER RESOLVED, that this policy shall be effective immediately, and, be it
 FURTHER RESOLVED, that the Board reconsider this policy again within five years or earlier should it be determined revisions are needed prior to the scheduled review date.

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Seconded by Mr. Kuffner Resolution adopted unanimously

5. Approval of Revised Policy on Military Leaves of Absence

RESOLUTION NO. 2016-63

Ms. VanBuren offered the following resolution and moved its adoption:
 WHEREAS, in keeping with good governance practices, the Board of Trustees has formed an ad hoc committee to review Board and College administrative policies and related resolutions, and
 WHEREAS, based upon this review, the ad hoc committee has determined that the following Board policy needs to be revised to be consistent with current laws:

<u>Resolution #</u>	<u>Policy</u>	<u>Date</u>
143	Military Leaves of Absence	June 1981

Now, therefore, be it
 RESOLVED, that, based upon the recommendation of the ad hoc committee, the aforementioned resolution is hereby determined to be outdated, and be it
 FURTHER RESOLVED, that, based upon the recommendation of the ad hoc committee and review by the Board of Trustees, the revised policy on Military Leaves of Absence, which is attached and shall be made part of the official minutes of this meeting, is hereby approved, and be it
 FURTHER RESOLVED, that this policy shall be effective immediately, and, be it
 FURTHER RESOLVED, that the Board reconsider this policy again within five years or earlier should it be determined revisions are needed prior to the scheduled review date.

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Seconded by Mr. Borchert

Resolution adopted unanimously

6. Approval of Revised Policy on Equal Opportunity: Access, Employment, and Fair Treatment

RESOLUTION NO. 2016-64

Ms. VanBuren offered the following resolution and moved its adoption:
 WHEREAS, in keeping with good governance practices, the Board of Trustees has formed an ad hoc committee to review Board and College administrative policies and related resolutions, and
 WHEREAS, based upon this review, the ad hoc committee has determined that the following Board policy needs to be revised to be consistent with current laws and SUNY regulations:

<u>Resolution #</u>	<u>Policy</u>	<u>Date</u>
32	Equal Employment Opportunity	October 1980

Now, therefore, be it
 RESOLVED, that, based upon the recommendation of the ad hoc committee, the aforementioned resolution is hereby determined to be outdated, and be it
 FURTHER RESOLVED, that, based upon the recommendation of the ad hoc committee and review by the Board of Trustees, the revised policy on Equal Opportunity: Access, Employment, and Fair Treatment, which is attached and shall be made part of the official minutes of this meeting, is hereby approved, and be it
 FURTHER RESOLVED, that the College’s current discrimination grievance procedure be reviewed, updated, and implemented by the beginning of the 2016-2017 academic year, and be it
 FURTHER RESOLVED, that this procedure be reviewed periodically to ensure its conformity with laws and SUNY regulations, and, be it
 FURTHER RESOLVED, that this policy shall be effective immediately, and, be it
 FURTHER RESOLVED, that the Board reconsider this policy again within five years or earlier should it be determined revisions are needed prior to the scheduled review date.

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Seconded by Mr. Kuffner

Resolution adopted unanimously

7. Approval to Rescind Current Grievance Procedures in Matters of Discrimination

RESOLUTION NO. 2016-65

Ms. VanBuren offered the following resolution and moved its adoption:
 WHEREAS, in keeping with good governance practices, the Board of Trustees has formed an ad hoc committee to review Board and College administrative policies and related resolutions, and
 WHEREAS, based upon this review, the ad hoc committee has determined that the following Board resolution relates to an administrative guideline and procedure, not Board policy, and needed to be reviewed by Administration:

<u>Resolution #</u>	<u>Policy</u>	<u>Date</u>
152	Grievance Procedures in Matters of Discrimination	May 1983

And

WHEREAS, based upon a review conducted by Administration, it has been determined that this procedure is outdated and no longer suits the needs of the College, and

WHEREAS, a new administrative procedure has been developed to deal with matters of discrimination, now, therefore, be it

RESOLVED, that, based upon the recommendation of the ad hoc Policy Review Committee, the aforementioned resolution is hereby rescinded.

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Seconded by Ms. Brown

Resolution adopted unanimously

8. Approval to Rescind Policy related to ASSET Testing

RESOLUTION NO. 2016-66

Ms. VanBuren offered the following resolution and moved its adoption:

WHEREAS, in keeping with good governance practices, the Board of Trustees has formed an ad hoc committee to review Board and College administrative policies and related resolutions, and

WHEREAS, based upon this review, the ad hoc committee has determined that the following Board resolution relates to an administrative guideline, not Board policy, and/or procedure and should, therefore, be reviewed by administration and updated, revised, or revoked as needed:

<u>Resolution #</u>	<u>Policy</u>	<u>Date</u>
41	ASSET Testing	May 1994

Now, therefore, be it

RESOLVED, that, based upon the recommendation of the ad hoc Policy Review Committee, the aforementioned resolution is hereby rescinded.

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Seconded by Mr. Borchert

Resolution adopted unanimously

9. Approval to Rescind Current Resolutions related to Grading System and Grade Appeal Process

RESOLUTION NO. 2016-67

Ms. VanBuren offered the following resolution and moved its adoption:

WHEREAS, in keeping with good governance practices, the Board of Trustees has formed an ad hoc committee to review Board and College administrative policies and related resolutions, and

WHEREAS, the ad hoc committee has reviewed the following resolutions and has determined that they relate to administrative guidelines, not Board policies, and/or procedures and should, therefore, be reviewed by administration and updated and revised as needed:

<u>Resolution #</u>	<u>Policy</u>	<u>Date</u>
1999-26	Grading System	January 1999
2003-60	Grade Appeal Process	July 2003

Now, therefore, be it
 RESOLVED, that, based upon the recommendations of the ad hoc Policy Review Committee, the aforementioned resolutions as written are hereby determined to be administrative in nature and, therefore, do not require Board approval upon revision and are hereby rescinded, and be it
 FURTHER RESOLVED, that the Board of Trustees reaffirms the continuation of a Grading System and a Grade Appeal Process. Administration shall establish a timeline for periodic review of said system and appeal process and related procedures to ensure they are accurate and up-to-date.

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Seconded by Ms. Brown Resolution adopted unanimously

10. Approval to Rescind Policy related to Cell Phones

RESOLUTION NO. 2016-68

Ms. VanBuren offered the following resolution and moved its adoption:
 WHEREAS, in keeping with good governance practices, the Board of Trustees has formed an ad hoc committee to review Board and College administrative policies and related resolutions, and
 WHEREAS, based upon this review, the ad hoc committee has determined that the following Board resolution relates to administrative guidelines, not Board policies, and/or procedures and should, therefore, be reviewed by administration and updated, revised, or revoked as needed:

<u>Resolution #</u>	<u>Policy</u>	<u>Date</u>
2010-11	Cell Phones	December 2009

Now, therefore, be it
 RESOLVED, that, based upon the recommendation of the ad hoc Policy Review Committee, the aforementioned resolution is hereby determined to be administrative in nature and does not require Board approval upon revision and is, therefore, rescinded, and be it
 FURTHER RESOLVED, that administration shall establish a timeline for the periodic review of said administrative guidelines and related procedures to ensure they are accurate and up-to-date.

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Seconded by Mr. Borchert Resolution adopted unanimously

VIII. Report of the Student Trustee

Student Trustee Lahey reported that a two-day, community-building event, *Falcon Fest*, will be held on campus on August 29 and 30. A variety of activities

are planned to engage students and introduce them to student life on campus, as well as to foster school spirit. Clubs will use this opportunity to recruit new members.

IX. Report of the Chairperson

A. Appointment of Nominating Committee

Pursuant to the Dutchess Community College Board of Trustees By-laws, the annual meeting of the Board of Trustees is held in September. Officers of the Board of Trustees are elected at this meeting. Chairperson LeGrand appointed Mr. Dupree, Ms. Hugo, and Mr. Borchert to serve on the Nominating Committee. Ms. Hugo, who will serve as Chairperson, will report on the committee's deliberations at the Annual Meeting, which is scheduled for September 27, 2016.

X. Report of the President

A. President Edington informed Board members that the new Falcon mascot will make its debut at the upcoming Falcon Fest mentioned by Student Trustee Lahey.

B. Dr. Edington reported that we will have 79 Conklin scholars for the fall semester, which is a record; 36 are returning students and 43 are new. She distributed a chart showing graduation rates, transfer information, and highest degrees earned for those Conklin scholars enrolled prior to Fall 2014.

C. President Edington commended Ms. Stokes and her staff on the recently published *Summer Post*, which showcased the various activities that have taken place since graduation.

D. Over the summer, the College had Dutchess County leadership on campus for a professional development day, and the Poughkeepsie School District held a leadership training program. We also held a Summer Scholars Program, which provides tenth and eleventh grade students an opportunity to experience resident life on a college campus. The topic for the program was Global Terrorism, which was taught by Professor Emeritus Richard Reitano. 15 students participated. Dr. Edington thanked Ms. Bridgette Anderson and Ms. G. Stoeffel for making this program possible.

E. President Edington announced that Professor Emeritus Richard Reitano is donating two original, framed World War II posters for our Veterans Center.

F. Dr. Edington gave a brief update on Middle States. Our monitoring report is due September 1, and a small team will visit the College on September 14 through 16. She anticipates the team will find us in compliance with Standard 14.

- G. The consulting firm hired by the DCC Foundation to assist with its strategic plan and assess its readiness for a capital campaign has completed its work. The final report will be presented to the Foundation Board of Directors in September. Once approved by the Foundation Board, the report will be shared with the Board of Trustees, and the Chair of the Foundation Board will be asked to attend the October Board of Trustees meeting to discuss the consultant's findings.
 - H. President Edington announced that the Federal government has changed the financial aid application process. Beginning this year, families will be using their previous year's tax returns to determine financial aid eligibility. Our Financial Aid Office has already scheduled Financial Aid Nights at 8 local high schools. They will be held in September and October to assist families with the new process. Providing this service is a good opportunity for us to promote the College.
 - I. Dr. Edington reported on the status of the E-TECH Program. Co-principal Cathleen Whaley resigned to take another position, and the vacated position is being advertised. There are 98 families in this program, and a parents meeting will be held on Thursday to give them the opportunity to ask questions and express any concerns they may have. President Edington said collaborative efforts like this one are not always easy to establish, but are worth the effort.
 - J. President Edington announced that we have received a \$20,000 grant from the Community Action Partnership for Dutchess County. 40 low income students will be eligible for \$500 each for the fall semester to assist with the purchase of books and/or other educationally-related expenses.
 - K. Dr. Edington told Board members that SUNY New Paltz will be the recipient of an ERVK Medal Award this year. Dr. Donald Christian, President of SUNY New Paltz, will accept the award, and he has asked her to introduce him. The ceremony will be held on October 16, 2016.
 - L. President Edington informed Board members that New York State has passed a law requiring college campuses to conduct a *Campus Climate Assessment* survey no less than every other year to ascertain general awareness and knowledge about sexual violence on campus, including what policies, procedures, and resources are available to deal with it. SUNY will initiate the process, and DCC has offered to be one of the 12 to 15 pilot campuses to administer the survey this fall. The other campuses will complete the survey in the spring. Two surveys will be given: one for faculty and staff and the other for students. The results of the surveys are to be posted on the colleges' websites. We will work to raise awareness across campus about this issue.
- XI. Items for Future Agendas
- A. Although it was not an item for future agendas, Trustee Kuffner informed Board members that Adam Roche, the new Assistant Project Manager for

“Vet to Vet” at Mental Health America, is a good resource for our veteran students. He has given his contact information to Stewart Dawes, our Registrar Counselor who deals with veteran services.

- B. Trustee VanBuren suggested that, based upon the topic of free tuition for community college students being brought up in the presidential election campaign, it would be beneficial to learn more about the impact that could have on DCC.

XII. Date of Next Meeting

The next meeting of the Board of Trustees will be held on September 27, 2016 at 7:30 p.m.

XIII. Adjournment

There being no further business to discuss, a motion was made by Mr. Keller-Coffey, seconded by Mr. Borchert, voted on, and duly carried, to adjourn the meeting. The meeting adjourned at 8:20 p.m.

Respectfully submitted,

Linda M. Beasimer
Recording Secretary

lmb