

DUTCHESS COMMUNITY COLLEGE
Minutes
Board of Trustees Meeting
October 25, 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, Dr. Sherre Wesley, and Mr. Matthew Lahey, Student Trustee
Dr. Pamela R. Edington, President

Absent: Mr. Michael Francis Dupree

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

- I. The meeting was called to order at 7:30 p.m. by Chairperson LeGrand.
- II. Roll Call by Ms. Beasimer, quorum present.
- III. Approval of Agenda: Upon motion made by Mr. Borchert, seconded by Mr. Kuffner, voted on and duly carried, the agenda was approved as distributed.
- IV. Public Comment
 - A. Professor Johanna Halsey, President of Dutchess United Educators, addressed the Board regarding non-agenda items, including Trustee Hugo's report on the AAUP Conference during the Workshop and the ongoing contract negotiations process.
 - B. Assistant Professor Thomas Costello, addressed the Board regarding a non-agenda item. He provided information about the upcoming musical, *Legally Blonde*, that is being performed by the DCC Performing Arts Program and the Masquers' Guild.
 - C. Associate Professor Renee Lathrop, Chair of the Professional Staff Organization, addressed the Board regarding non-agenda items. She spoke about the steps being taken to strengthen shared governance on campus, the AAUP conference, and about better communication between the Board and faculty. As a member of the faculty, she asked the Board to consider faculty load during negotiations for a new contract.
- V. Consideration of Minutes of Meeting held on September 27, 2016: Upon motion made by Ms. Brown, seconded by Mr. Borchert, voted on and duly carried, the minutes were approved as distributed.

VI. Educational Presentation

Ms. Angela Rios, Director of the Academic, Career and Transfer (ACT) Advisement Center, and Ms. Lauren Bunnell, Assistant Director of Advising Services, gave a brief presentation on the ACT Center.

The ACT Center relocated to the Student Services Building in Spring 2016, which made it more accessible for students. Several changes were made to the way advisement is handled, including creating caseloads, implementing appointments, using the Starfish referral feature, utilizing degree works advisement, holding group advisement sessions, and web registration, as well as hiring and training staff to assist with advisement and registration. Department liaisons were assigned to work closely with faculty to improve the advisement process. The number of students the Center is servicing on Starfish has increased from 1,600 to approximately 4,000.

The advisement staff goes into classrooms to talk to students and faculty and also holds “meet and greets” to showcase the work the center is doing to enhance its services for students.

Some of the collaborative initiatives that have been undertaken include:

- Transfer Panels, which bring different colleges to campus so students can learn more about their options for transfer
- Student Success Model to work with academically dismissed students or students who are on probation so they can return as full-time students
- Project Success, which is designed to reach out to students who are at risk for dismissal to help teach them the skills they need to be successful
- ECCEL, which helps to prepare students for leadership roles

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. Revision to Aviation/Airframe and Powerplant (A&P) Capital Project (new name: Aviation Maintenance and Education Center)

RESOLUTION NO. 2017-14

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

WHEREAS, by Resolution #2017-01, the Board of Trustees approved the Aviation Airframe & Powerplant Program as a capital project with a total estimated cost of \$9,134,000, and

WHEREAS, subsequently, the scope of this project has been changed, which reduces the total estimated cost to \$8,089,000, and

WHEREAS, based upon this modification, the name of the project has been

changed to the Aviation Maintenance and Education Center Project, and WHEREAS, upon approval by the SUNY Board of Trustees, this project will be submitted for inclusion in the State Budget as a new capital appropriation in the 2017-2018 budget cycle, and WHEREAS, the State funds would cover the state share of 50% of this project, and WHEREAS, the sponsor share of this capital project (\$4,044,500) would be bonded in accordance with SUNY funding policy and procedures for capital projects, now, therefore, be it RESOLVED, that the following capital project as revised is hereby authorized and approved in the amount indicated below:

Project Number	Project Name	Estimated Total Cost	State's Share (Appropriation)	Sponsor's Share
08XXX	Aviation Maintenance & Education Center Project	\$8,089,000	\$4,044,500	\$4,044,500

And, be it FURTHER RESOLVED, that this resolution be forwarded to the Dutchess County Legislature for its consideration.

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Seconded by Ms. Brown Resolution adopted unanimously

2. Approval to Dispose of Surplus Equipment

RESOLUTION NO. 2017-09

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 Dr. Wesley Resolution adopted unanimously

B. Personnel and Community Relations

1. Approval of Professional Staff Titles

RESOLUTION NO. 2017-10

Ms. Hugo offered the following resolution and moved its adoption: WHEREAS, the State University of New York has requested that the listing of professional titles at Dutchess Community College be periodically reviewed and updated, and WHEREAS, based upon such review, it has been determined that certain

titles should be created, and
WHEREAS, Section 35 of the Civil Service Law requires that title
determination of positions in the professional service be made by the Board
of Trustees, now, therefore, be it
RESOLVED, that, based upon the recommendation of the President of the
College, the following titles be created in the professional service:

Coordinator of Secondary School Partnerships and Initiatives
Director of the DCC Math Center

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Seconded by Mr. Kuffner Resolution adopted unanimously

2. Professional Staff Appointment

RESOLUTION NO. 2017-11

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 appointment to the professional staff of
Dutchess Community College is hereby approved:

FULL-TIME ADMINISTRATIVE

Jeanne Moseley, Director of the DCC Math Center, for the period August 22,
2016 through August 31, 2017, at an annual salary of \$51,618, prorated for
the period of time worked

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Seconded by Dr. Wesley Resolution adopted unanimously

3. Approval of Title Changes

RESOLUTION NO. 2017-12

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 title changes are hereby approved:

Stewart Dawes, from Registrar Counselor to Veteran’s Resource Coordinator,
for the period September 10, 2016 through August 31, 2017, at an annual
salary of \$72,957, prorated for the period of time worked

Tammy MacBrien Downs, from Counselor to Employment and Career
Services Coordinator, for the period September 12, 2016 through August 31,
2017, at an annual salary of \$65,137, prorated for the period of time worked

Holly McCabe, from Instructor to Assistant Professor, effective for the 2016-
2017 academic year, at an annual salary of \$62,009

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Seconded by Ms. Brown Resolution adopted unanimously

C. Board Policy Ad Hoc Committee

1. Reaffirmation of Travel Policy

RESOLUTION NO. 2017-13

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 be reaffirmed and that this policy remain in effect:

<u>Resolution #</u>	<u>Policy</u>	<u>Date</u>
2010-09	Travel Policy	December 2009

Now, therefore, be it
 RESOLVED, that, based upon the recommendations of the ad hoc Policy Review Committee, the aforementioned resolution 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 Ms. Hugo Resolution adopted unanimously

VIII. Report of the Student Trustee

- A. Student Trustee Lahey reported that, on October 6, the Student Government Association (SGA) had an informational table to encourage people to become organ donors. It was very successful with 107 people signing up.
- B. On October 15, the SGA partnered with the Red Cross and the Poughkeepsie Fire Department to install free smoke detectors. 77 volunteers participated in this event, 1,011 doors were knocked on, 139 households were prepared, 234 alarms were installed, 20 batteries were replaced, and 111 SAF-Connected Alarms were installed.
- C. The *Rocky Horror* event that was held on October 22 was well attended.
- D. Mr. Lahey announced that a line dancing event will be held on November 17. The proceeds will be donated to help families who are taking care of cancer patients in their homes.
- E. Student Trustee Lahey informed Board members that he did a survey to gather “positives” and “negatives.” Over 100 people participated.

Positives:

- People are happy with the changes that were made to Blackboard.
- There is more interaction on campus than in the past and students feel more informed.

Negatives:

- The Business Resource Center is closed for tutoring; students would like it to be opened for lab use.
- There are multiple handicapped buttons on campus that are not operational.

Mr. Lahey said that, overall, he received a lot of positive feedback.

IX. Report of the Chairperson

- A. On behalf of the members of the Board, Chairman LeGrand congratulated Trustee Kuffner on being selected to receive the Dennis J. Murray Distinguished Service Award from Marist College.
- B. Mr. LeGrand said the recent Open House that was held to showcase the new classroom space at the Family Partnership Center was very well attended. He was impressed by the welcoming environment, and was particularly moved by the comments made by former DCC student Tennille Savage. He said her remarks about how her experiences at DCC changed her life were truly a testament to what goes on every day at DCC through the efforts of our faculty and staff.
- C. Chairman LeGrand informed Board members that committee assignments for 2016-2017 will remain the same. If a Board member would like to request a different assignment, he/she should contact him or Pamela.

X. Report of the President

- A. President Edington also spoke briefly about the Family Partnership Center. She informed Board members that we already have 165 students taking classes there. She expressed her appreciation to Bridgette Anderson and Troy Adams for their extra efforts to help make this new DCC location a reality.
- B. Dr. Edington recognized Dr. Ellen Gambino for her efforts related to establishing the ACT Center. She said students are being served better, and the center will help us with our retention efforts.
- C. President Edington distributed a draft report from EMSI outlining the economic value of Dutchess Community College. Ten years ago, an economic impact study of DCC was conducted. In anticipation of the College's 60th anniversary, it was decided to have another survey done. The

final report is due in mid-November. Dr. Edington will be the keynote speaker at the upcoming Chamber of Commerce breakfast and will share some of the data with the community at that time. She noted the College is a worthwhile investment for the community.

- D. Dr. Edington informed Board members that some local organizations are interested in utilizing the residence hall during the summer. So far, the Summer Scholars Program has been the only group that has used our facilities. Since Vassar College has decided not to permit external organizations to use its facilities next summer, the College has been asked if our residence hall could be made available. Bridgette Anderson is in the process of doing an economic analysis to determine the feasibility of accommodating their requests.

Ms. Anderson provided a rough estimate of what the College would have to charge to cover costs, such as security, cleaning, etc. For 20 to 50 guests, the cost would be \$35/person/day and for 50 to 100 guests, it would be \$30/person/day. Meal plans would also be made available.

- E. President Edington distributed copies of the Third Week Enrollment Report for Fall 2016. She highlighted the following points:

- Our total population is comprised of 38% minorities.
- DCC South enrollment has declined by 8.6% in total credits and 3.4% in total number of students taking courses there.

The College's lease for the DCC South property will expire at the end of August 2017. Dr. Edington informed Board members that the College will investigate other options for rental sites once we determine the needs in that part of the County, what types of programming should be offered, etc.

- F. Dr. Edington announced that the College hosted a Latino Forum last week. Approximately 300 people attended, including the New York Secretary of State, New York State Comptroller, New York Assembly members, Dutchess County Legislators, The City of Poughkeepsie Mayor, Empire State Development representatives and various other organizations from Long Island to Albany. She said it is important for the College to be open to Latino groups so we can make connections with that community and learn about its needs.
- G. The DCC Foundation hosted its annual Conklin Scholarship Luncheon. This year, there are 85 Conklin scholars: 43 new students and 42 returning students. With so many Conklin scholars now, the Conklin endowment no longer covers all of the costs associated with this program. The Foundation has created a task force to study the scholarship and propose possible options that will help to make the Conklin Scholarship fiscally sound.

- H. The College will host the AAUW Girls “Live Your Dreams” Conference on November 5. The projected number of 6th and 7th grade girls signing up for the conference has surpassed the goal that was set. Bringing them and their families to the campus gives us an opportunity to promote the College.
- I. President Edington informed Board members that SUNY is requiring that each institution develop a Strategic Diversity Plan. The plan is expected to outline how the institution will approach diversity and inclusion for students, faculty, and staff. The deadline for submission is November 1; however, our plan cannot be finalized by that date because it needs to go through our shared governance process. A draft plan will be submitted, and the final plan, once affirmed by the Professional Staff Organization and the Board of Trustees, will be ready for submission to SUNY in mid-December.

XI. Items for Future Agendas

There were none; however, Trustee Keller-Coffey recommended that the Board start considering a date for its next retreat.

XII. Date of Next Meeting

The next meeting of the Board of Trustees will be held on December 13, 2016 at 7:00 p.m.

XIII. Adjournment

There being no further business to discuss, a motion was made by Mr. Borchert, seconded by Dr. Wesley, voted on, and duly carried, to adjourn the meeting. The meeting adjourned at 8:55 p.m.

Respectfully submitted,

Linda M. Beasimer
Recording Secretary

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