

DUTCHESS COMMUNITY COLLEGE
Minutes
Board of Trustees Meeting
April 18, 2017

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

Absent: Ms. Betsy Brown, Mr. Michael Francis Dupree, and Mr. Timmian Massie

- I. The meeting was called to order at 8:00 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. Assistant Professor Kathleen O'Connell addressed the Board regarding a non-agenda item. She invited Board members to attend *The Hunting Ground*, a documentary about the realities of sexual violence on college campuses that is being held on April 21st at 6:00 p.m. in Dutchess Hall.
 - B. Associate Professor Renee Lathrop, Chair of the Professional Staff Organization (PSO), addressed the Board regarding three non-agenda items: 1) She announced that Ms. Chrisie Mitchell has been elected as the incoming Chair of the PSO; 2) She informed the Board that the PSO has passed a resolution permitting non-PSO members to attend PSO meetings and Board members were welcome to attend; and 3) She reported that a group of physics teachers from different parts of the County have been meeting and plan to work on providing professional development for the group.
 - C. Professor Johanna Halsey, President of Dutchess United Educators (DUE), addressed the Board regarding the following non-agenda items: 1) She reported that meetings related to the Part-time Criteria and Placement Committee are being held; 2) She invited Board members to attend the DUE Awards ceremony, which will be held at 4:00 p.m. on May 3rd 3) She announced that DUE elections are underway; and 4) She commended Judi Stokes and Michael Roe for their marketing efforts related to increasing enrollment.

- V. Consideration of Minutes of Meeting held on March 28, 2017: Upon motion made by Mr. Keller-Coffey, seconded by Dr. Wesley, voted on and duly carried, the minutes were approved as distributed.

VI. Educational Presentation

Mr. Klaus Gessler, Associate Dean for Information Technology, gave a presentation in Internet Security. He spoke about the need to protect the digital assets of the College and how we do that. On a regular basis, the College, the Foundation and the Association collect personally identifiable information (i.e. social security numbers, addresses, phone numbers and financial data, including credit card information) from our students, employees and donors. We have third party providers with whom we share some of our data.

In the event of a breach, SUNY has estimated that it would cost the College \$237 for each compromised account. SUNY has mandated requirements regarding safeguarding the information we collect. One of the requirements is that the College must obtain breach insurance coverage. To that end, SUNY has negotiated with the Beazley Group to offer this type of insurance to campuses. DCC has applied for this coverage, and we are awaiting a response as to what our cost will be. It is anticipated it will be between \$20-\$30,000/year.

As stated in the College's current General Use Policy on Information Resources, the IT Department has "to maintain the highest level of information security appropriate to the needs of the College." Most of our confidential data is managed by SUNY ITEC, which implements best practices so our data is quite safe. We have data protection software, network intrusion detection, and a qualified Information Security Officer. However, there are still things we need to address, including instituting a cybersecurity awareness training for all employees. We have hired a firm specializing in cybersecurity to help us with this. Additionally, department business practices for accepting credit card payments need to be revised; we need to implement password management; and we must develop appropriate policies and procedures related to data security. SUNY has provided a framework to help us develop them.

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 DCC South Lease

RESOLUTION NO. 2017-56

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

WHEREAS, Dutchess Community College is currently leasing instructional

space from Marshall 31 LLC for its DCC South extension site, and WHEREAS, the Lease Agreement between Dutchess Community College and Marshall 31 LLC will expire on August 31, 2017, and WHEREAS, the College wishes to continue leasing the premises for off-campus instruction for the southern end of the County, and WHEREAS, the College has negotiated a new lease for the period September 1, 2017 through August 31, 2018 at a rate of \$13.43 per square foot, now, therefore, be it RESOLVED, that the Board of Trustees authorizes the President of the College to enter into a Lease Agreement with Marshall 31 LLC for 38,500 square feet of space for off-campus instruction, and be it FURTHER RESOLVED, that approval is given for a one-year renewal of said space, if needed, at a cost of \$13.68 per square foot for the period September 1, 2018 through August 31, 2019.

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Seconded by Mr. Borchert

Resolution adopted unanimously

B. Personnel and Community Relations

1. Professional Staff Appointments

RESOLUTION NO. 2017-57

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:

TENURE-TRACK FACULTY

Michael Boden, Assistant Professor of History, Department of History, Government, and Economics, 2017-2018 academic year, at an annual salary of \$64,515

Dinorshan Dhanabala, Assistant Professor of Biology, Department of Allied Health and Biological Sciences, 2017-2018 academic year, at an annual salary of \$59,634

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Seconded by Mr. Borchert

Resolution adopted unanimously

2. Approval of Salary Adjustment

RESOLUTION NO. 2017-58

Ms. Hugo offered the following resolution and moved its adoption: WHEREAS, Suzanne Riela, Assistant Director of Institutional Research, Planning, and Assessment, has assumed additional responsibilities while the College conducts a search for a new Director of Institutional Research, Planning, and Assessment, and WHEREAS, the President of the College has recommended that Dr. Riela's

salary be adjusted to compensate her for her extra efforts during this period, now, therefore, be it

RESOLVED, that, based upon the President’s recommendation, Dr. Riela’s salary for the period March 6, 2017 through June 6, 2017 shall be \$82,625, prorated for the period of time worked.

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Seconded by Mr. Borchert

Resolution adopted unanimously

3. Approval of Promotion and Tenure

RESOLUTION NO. 2017-59

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 faculty members are granted tenure, effective September 1, 2017:

- Jason Bishop, Department of Behavioral Sciences
- Tina Iraca, Department of English and Humanities
- Mehmet Kucukozer, Department of Behavioral Sciences
- Kevin Lang, Department of English and Humanities

And, be it

FURTHER RESOLVED, that, based upon the recommendation of the President of the College, the following faculty members are promoted in rank effective September 1, 2017:

From Instructor to Assistant Professor

- Jason Bishop, Department of Behavioral Sciences
- Tina Iraca, Department of English and Humanities
- Kevin Lang, Department of English and Humanities

From Assistant Professor to Associate Professor

- Margaret Craig, Department of Performing, Visual Arts, and Communications
- Cathleen Greenan, Department of Behavioral Sciences
- Mehmet Kucukozer, Department of Behavioral Sciences
- Kathleen O’Connell, Department of Behavioral Sciences

From Associate Professor to Full Professor

- Susan Conrad, Department of Physical Sciences
- Mark Courtney, Department of Engineering, Architecture, and Computer Technologies
- Tammy Powell-Kopilak, Department of Mathematics and Computer Sciences
- Dana Weidman, Department of Performing, Visual Arts, and Communications

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Seconded by Dr. Wesley

Resolution adopted unanimously

C. Ad Hoc Policy Committee

1. Approval of Drug-free Workplace Policy

RESOLUTION NO. 2017-60

Mr. Keller-Coffey 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, alcohol abuse and substance abuse are serious problems facing the nation’s workforce, and

WHEREAS, the College wishes to protect the safety and welfare of our students and employees, and

WHEREAS, the College’s current Workplace Drug Policy is outdated and in need of revision to be in compliance with the Drug-Free Workplace Act of 1988, now, therefore, be it

RESOLVED, that, based upon the recommendation of the Board ad hoc Policy Committee, the following resolution is hereby rescinded:

<u>Resolution #</u>	<u>Policy</u>	<u>Date</u>
94	Workplace Drug Policy	January 28, 1992

And, be it

FURTHER RESOLVED, that, based upon the recommendation of the ad hoc committee and review by the Board of Trustees, the revised Drug-free Workplace Policy, 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

VIII. Report of the Student Trustee

A. Student Trustee Lahey reported that the Student Government Association (SGA) will be holding a park clean-up at College Hill and Morgan Lake on Saturday.

B. Mr. Lahey announced that a “poverty simulation” is being held at the College on April 29th.

- C. Several SGA members participated in the Model UN event, and the DCC and Vassar contingent placed in the top 25 out of 190 schools. They represented the United States.
- D. Student Trustee Lahey congratulated DCC student Ali Reit for winning the Mid-Hudson Regional Business Competition that was held at Marist College.

IX. Report of the Chairperson

Chairperson LeGrand did not have a formal report; however, he said he was impressed by the marketing tools being used to increase enrollment as outlined by Michael Roe and Judi Stokes during the Board workshop. He said the enrollment decline is a serious issue for the College, and he appreciates the work everyone is doing to address it.

X. Report of the President

- A. President Edington informed Board members that she met with Dana Jones, a student who is wheelchair-bound and isn't strong enough to use the handicapped buttons to open doors. Dana has come up with an idea to create an app that could be activated by a cell phone and would signal the door to open. She had the opportunity to suggest this to Dr. Karen Trovato at the recent DCC Foundation Gala, and Karen thought it was doable. Associate Professor Mark Courtney, Head of the Department of Engineering, Architecture, and Computer Technologies, has met with her, and with the assistance of a computer science student, is working to bring this idea to fruition.
- B. Dr. Edington informed Board members that the firm of R.H. Perry has been hired to assist us with the recruitment of a new Vice President of Administration. We are in the process of finalizing the job description, and it will be posted shortly.
- C. Recently, our ATD coaches visited the campus for two days. The main purpose of the visit was to meet with student services staff to discuss how they can contribute to student success.
- D. President Edington reported that she and Dean Ginny Stoeffel will be presenting the College's proposal for the America's Job Center grant (previously known as "One-Stop"). DCC is the single bidder.
- E. The College has submitted an application for a Title III grant in the amount of \$1.9 million. If awarded the grant, it will help to integrate student support and high impact strategies, as well as provide "wrap-around" services.
- F. Dr. Edington told Board members that several representatives from SUNY Orange, including staff and Board members, visited the campus to discuss the challenges and opportunities of operating a residence hall. They are

considering the possibility of building a residence hall, and we were pleased to be able to share our experiences with them.

- G. President Edington talked briefly about the Model UN event that was held recently in honor of Professor Emeritus Richard Reitano's 50th anniversary with the program. Ms. Diana Pollard, Executive Director of the DCC Foundation, informed Board members that alumni of the Model UN Program from across the country and around the world attended this very special event. Raymond Freda, a Foundation Board member and Model UN alumnus, was instrumental in planning this activity. There were almost 100 attendees, and the current Model UN delegation was present as well. One of the alumni who attended has pledged to make a \$25,000 donation to the Foundation.
- H. Dr. Edington reported that Professor Mark Condon organized a soil symposium, "Our Native Soil: The Dish on Dutchess County's Dirt." The symposium featured experts in farming and soil-related topics. Dr. Condon spoke briefly about the intent of the symposium, which was to highlight the Roosevelt's legacy of conservation and victory gardens. Various related topics were discussed, including national and local history and how we can use our resources in Dutchess.

President Edington informed Board members that we are considering the possibility of offering a food program in the future. She also told Board members that we are in the process of establishing a food pantry on campus. An \$8,000 donation has been received to help start the pantry.

- I. A job fair was held on campus with 413 people attending (177 students and 236 community members). Over 70 employers participated, as did our Community Services, Admissions and Career Services Offices. This event is only one of the many ways we help the local community.
- J. Dr. Edington will be attending the AACC Convention from Thursday through Tuesday. She is a member of AACC's Diversity Commission. At the convention, Cammie Jones, DCC's Community-Based Learning Coordinator, will be recognized through the "40 under 40" Program, and Dr. Karen Trovato, a DCC alumnae is being honored as one of five Outstanding Alumni from across the country.
- K. President Edington announced that Trustee Wesley will participate in a Policy Forum on Education with Congressman Sean Patrick Maloney and Jasmine Gripper to discuss national, state, and local education issues. It will be held on April 19th at the Smith Metropolitan AME Zion Church.
- L. Dr. Edington informed Board members that the meeting that was scheduled with Assemblywoman Didi Barrett to discuss opportunities for bringing courses to the eastern part of the County has been postponed. It is now tentatively scheduled for May 31st.

XI. Items for Future Agendas

There were none.

XII. Date of Next Meeting

The next meeting of the Board of Trustees will be held on May 23, 2017 at 7:00 p.m.

XIII Adjournment

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

Respectfully submitted,

Linda M. Beasimer
Executive Assistant

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