

DUTCHESS COMMUNITY COLLEGE
Minutes
Board of Trustees Meeting
January 26, 2016

Trustees Present: Mr. Thomas E. LeGrand, Chairperson; Ms. Betsy Brown, Mr. Michael Francis Dupree, Ms. Barbara Hugo, Mr. Richard Keller-Coffey, Mr. Daniel P. Kuffner, Ms. Denise Doring VanBuren, Dr. Sherre Wesley, and Mr. Richard Recchia, Student Trustee
Dr. Pamela R. Edington, President

- I. The meeting was called to order at 7:45 p.m. by Chairperson LeGrand.
- II. Roll Call by Ms. Beasimer, quorum present.
- III. Approval of Agenda: Chairman LeGrand asked that, in deference to Trustee Brown's need to leave the meeting early, the Report of the Personnel and Community Relations Committee be moved up on the agenda to follow the approval of the minutes. Upon motion made by Mr. Kuffner, seconded by Mr. Dupree, voted on and duly carried, the agenda was approved as amended.

IV. Public Comment

Professor Johanna Halsey, President of Dutchess United Educators, addressed the Board regarding a non-agenda item. She talked about the enormous amount of work faculty have done to meet Middle States mandates.

- V. Consideration of Minutes of Meeting held on December 8, 2015: Upon motion made by Mr. Dupree, seconded by Mr. Kuffner, voted on and duly carried, the minutes were approved as distributed.
- VI. Personnel and Community Relations Committee Report

It is noted for the record that resolutions that are presented to the Board for approval are reviewed and discussed prior to the Board meeting.

A. Approval of Professional Staff Appointments

RESOLUTION NO. 2016-22

Ms. Hugo offered the following resolution and moves 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

Cathlene Cruz, TRIO Director, for the period December 14, 2015 through August 31, 2016, at an annual salary of \$61,793, prorated for the period of time worked.

Adrianna Mayson Greco, Director of Residence Life and Assistant Director of Student Conduct, for the period February 1, 2016 through August 31, 2016, at an annual salary of \$67,032, prorated for the period of time worked.

Michelle Hamel, Academic Coach, for the period January 4, 2016 through August 31, 2016, at an annual salary of \$51,062, prorated for the period of time worked.

Roza Makhmudova, Coordinator of Transfer Services, for the period January 12, 2016 through August 31, 2016, at an annual salary of \$52,626, prorated for the period of time worked.

Angela Rios, Director of Advising Services, for the period January 19, 2016 through August 31, 2016, at an annual salary of \$82,751, prorated for the period of time worked.

Robert Zasso, Associate Director of Financial Aid, for the period February 1, 2016 through August 31, 2016, at an annual salary of \$84,498, prorated for the period of time worked.

Alyssa Zinzi, TRIO Student Success Coach, for the period January 4, 2016 through August 31, 2016, at an annual salary of \$51,062, prorated for the period of time worked.

* * * * *

Seconded by Ms. Brown

Resolution adopted unanimously

B. Approval of Management/Confidential Salaries for 2015-2016

RESOLUTION NO. 2016-23

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

WHEREAS, the salaries of management/confidential professional staff members have been determined for fiscal year 2015-2016, now, therefore, be it

RESOLVED, that, the following salaries are hereby approved and shall be retroactive to September 1, 2015:

Name	2015-2016 Salary
Anderson, Bridgette	\$126,166
Anderson, William	\$155,881
Andrews, AnneMarie	\$71,869
Beasimer, Linda	\$83,156
Couret, Esther	\$115,422
Crawford, Cristina	\$61,950
Edington, Pamela	\$199,838
Gambino, Ellen	\$150,700
Gessler, Klaus	\$130,013
Griffin, Patrick	\$130,030
Helion, Carol	\$64,000
Johnson, Donna	\$99,624
Kemmerer, Kristel	\$105,450
Keto, Lisa	\$73,697
McGlynn, Susan	\$72,241

Molella, Holly	\$128,575
Pollard, Diana	\$92,325
Rocap, Donna	\$112,496
Sims, Coreen	\$72,327
Stoeffel, Virginia	\$110,178
Stokes, Judith	\$108,175
Trogisch, Colleen	\$102,950
Varkey, Ansamma	\$124,306

* * * * *

Seconded by Mr. Dupree

Resolution adopted unanimously

C. Approval of Benefits for Management/Confidential Staff

RESOLUTION NO. 2016-24

Ms. Hugo offered the following resolution and moved its adoption:
 WHEREAS, the negotiated agreement for 2015-2016 between the Board of Trustees, Dutchess Community College, the County of Dutchess, and Dutchess United Educators, provides for benefits for members of the union, and
 WHEREAS, management/confidential employees are not members of the union, and
 WHEREAS, the Board of Trustees wishes to afford the same benefits as outlined in said agreement to the management/confidential professional staff of the College, now, therefore, be it
 RESOLVED, that, approval is hereby granted to extend the benefits of the 2015-2016 Agreement between Dutchess Community College and Dutchess United Educators, with the exception of the compensatory time benefit afforded to NTEs, to the management/confidential professional staff of the College.

* * * * *

Seconded by Ms. VanBuren

Resolution adopted unanimously

VII. Educational Presentation

Mr. Richard Recchia, President of the Student Government Association (SGA), and Mr. Alejandro Galeno, Vice-President, gave a presentation on the activities undertaken by the SGA and discussed future plans.

Mr. Galeno reported on the events that were held during the Fall 2015 semester, including:

- FalconFest!
- Take Back the Night
- DCC Scavenger Hunt
- Halloween Week
- Rocky Horror Picture Show, Ghost Hunt, Smoothie and Pumpkins
- End of Semester Wrap up Event

Two new clubs were formed: Pride Alliance and Speech and Debate Coalition.

Mr. Recchia talked about the various ways in which the SGA were involved in the community, including:

- Red Cross Poughkeepsie Smoke Detector Installation
- Food and Toiletry Drives: Donated to Catholic Services of Dutchess County and Dutchess County Community Action Agency
- Warm Coats from Warm Hearts: Winter Coat Drive
- CAPE Fundraiser Donation
- Abilities First Expo

The SGA also worked with administration to have new parking signs installed in all of the DCC lots.

Activities planned for the spring semester include:

- Dutchess County Special Olympics
- Collegeview Park Cleanup
- STEM Day
- Breakfast for Badges for local firefighters and police officers
- SGA Constitution Changes
- Archive Project to help future SGA representatives
- End of Year Carnival

Mr. Recchia informed Board members that the SGA will continue to entertain other community engagement opportunities. The SGA is also hoping to use Collegeview Park for some future events.

VIII. Academic and Student Affairs Committee Report

A. Approval of Academic Calendar for 2016-2017

RESOLUTION NO. 2016-21

Mr. Keller-Coffey offered the following resolution and moved its adoption: BE IT RESOLVED, that, based upon the recommendation of the President of the College, the attached Academic Calendar for 2016-2017, which shall be made part of the official minutes of this meeting, is hereby approved.

* * * * *

Seconded by Ms. Hugo

Resolution adopted unanimously

IX. Report of the Student Trustee

- A. Student Trustee Recchia reported that the SGA held its first meeting for the semester, and more students are becoming involved in clubs.
- B. On behalf of the student leaders, Mr. Recchia thanked the Board for having dinner with them earlier in the evening.

X. Report of the Chairperson

A. Approval of Five-year Strategic Plan

RESOLUTION NO. 2016-25

Dr. Wesley offered the following resolution and moved its adoption:
WHEREAS, in order to meet the Middle States Commission on Higher Education’s standard regarding Planning, Resource Allocation, and Institutional Renewal, the College is required to have a long-range Strategic Plan, and

WHEREAS, in April 2015, the Board of Trustees approved the College’s *Vision, Mission, Goals, and Values* upon which to base a Strategic Plan, and
WHEREAS, through collaboration and with the assistance of a grant from IBM, input from the Strategic Planning Task Force, the Cabinet, and various constituencies on campus, a Five-year Strategic Plan has been developed, and

WHEREAS, the Five-year Strategic Plan was affirmed by the Professional Staff Organization at its January 21, 2016 meeting, now, therefore, be it
RESOLVED, that, based upon a review of the document and the recommendation of the President of the College, the proposed Five-year Strategic Plan, which shall be made part of the official minutes of this meeting, is hereby approved.

* * * * *

Seconded by Ms. VanBuren

Resolution adopted unanimously

B. Resolution of Commendation for Trustee Robert Rolison

RESOLUTION NO. 2016-26

Mr. Dupree offered the following resolution and moved its adoption:
WHEREAS, Mr. Robert Rolison has retired from the Board of Trustees of Dutchess Community College after three years of distinguished service, and
WHEREAS, during his tenure on the Board, Mr. Rolison served with distinction, and

WHEREAS, Mr. Rolison represented the Board of Trustees on the Dutchess Community College Association Board of Directors and served as the Board’s Liaison with the Governor’s Office and the State Legislature, and
WHEREAS, Mr. Rolison was always well-informed about, and involved in, Board deliberations and consistently provided sage counsel, and

WHEREAS, Mr. Rolison has been integrally involved in the affairs of the Board of Trustees and his leadership has resulted in an improved educational environment for both students and faculty, and
WHEREAS, the Board of Trustees wishes to recognize and commend Mr. Rolison for his years of unwavering and devoted service to Dutchess Community College as a member of the Board of Trustees, now, therefore, be it

RESOLVED, that the Board of Trustees hereby extends its appreciation to Mr. Rolison for his dedication and commitment to the excellence of Dutchess Community College, and be it

FURTHER RESOLVED, that the Board of Trustees hereby approves this resolution on the occasion of Mr. Rolison’s retirement from the Board and

grants him emeritus status in recognition of his exemplary service to Dutchess Community College.

* * * * *

Seconded by Ms. Hugo

Resolution adopted unanimously

- C. Chairman LeGrand appointed an ad hoc committee to review Board policies. Trustee VanBuren will chair the committee, and Trustees Keller-Coffey and Kuffner will also serve as members.

XI. Report of the President

- A. President Edington introduced Mr. Ray Witkowski, a representative of Zone 5, the company hired by the College to redesign the College's website. Mr. Witkowski reported that his firm has met with various groups on campus, including faculty, staff, administration, and students. He was impressed with the engagement of the individuals that he and his team have had an opportunity to talk to about the College. He said students' input is a vital component in the process of determining how to redesign and "brand" the DCC website. It is projected that the new website will be launched at the start of the Fall 2016 semester.
- B. Dr. Edington informed Board members that the Governor has proposed his budget for 2016-2017. It does not include an increase in base aid per FTE. Dr. Anderson briefly discussed with Board members the impact that a flat rate would have on the College. He informed Board members that our FTE support for 2016-2017 will be based upon our 2015-2016 enrollment, which we anticipate will be down by approximately 320 FTEs. The impact of this would be a loss of around \$826,000. The proposed budget also cuts the day care allocation by 60%, which will affect the DCC Association budget. Between \$65,000 and \$70,000 has been taken out of the budget for GAP funding. If some of this funding is not restored, the overall loss in revenue for the College could be \$880,000-\$890,000.

President Edington asked Board members to reach out to our state legislators to educate them about the importance of increasing the base state aid rate. She told Board members that SUNY will be providing documentation regarding advocacy, which she will share with them.

- C. Dr. Edington reported that the SUNY Board of Trustees has passed a resolution regarding the creation of regional Community College Councils. Each community college will be able to submit nominations. Council members will include college presidents, Trustees, faculty members, and students, and may also include business and community leaders. Nominations are due to the Chancellor by February 29. It is anticipated that further information will be received at the upcoming Presidents' meeting. This issue will be discussed further at the February Board of Trustees meeting.
- D. President Edington talked about the \$15 minimum wage proposed by the Governor. The College has a significant number of student workers on

campus and is currently in the process of reviewing how we can tie on-campus jobs with our student success objectives. The Human Resources Department will be responsible for student labor and is currently creating job descriptions that will help align responsibilities with academic goals and student success outcomes. We are reviewing data to see how we can more effectively use our student labor and, once our analysis is complete, we will discuss increasing wages for our student workers.

- E. Dr. Edington thanked those Board members who attended the President's Breakfast. This event is a good way for the College to inform the community about our accomplishments and our goals. Next year is the College's 60th anniversary, and we would like to reach more community leaders so they can learn about the College and how we can collaborate with them on important issues. President Edington will be working with the leadership of the Foundation to determine what changes should be made to make this event more effective.
- F. Ms. Diana Pollard, Executive Director of the DCC Foundation, provided an update on the Foundation:
- The Foundation's annual budget is approximately \$1 million.
 - The endowment of the Foundation has grown to approximately \$10.3 million.
 - The Foundation distributes over \$450,000 in scholarships and provides funding for endowed chairs and mini-grants.
 - The Foundation has been offered a donation of land that, if accepted, could then be sold and the money added to the unrestricted fund.
 - Areas of focus include the use of social media, the cultivation of alumni, and planned giving.
 - A major fundraising event, the Annual Gala, will be held in March. Trustee Betsy Brown and DCCF Board member Vincent Nunziato are co-chairs of the event.
 - An RFP was issued for assistance with the Foundation's Five-year Strategic Plan and interviews are currently being held with the top candidates for the job.
 - Eight new scholarships were created in 2015, and there are twelve new ones this year. Most of our current scholarships are for second-year students, so we will now focus on incoming students.
 - The Foundation has set a stretch goal of \$1.5 million for this year.
- G. President Edington gave an update on Middle States. Our monitoring report is due on March 1st; and a four-member Middle States team will visit the

College from April 3 through April 5. The team will report its findings to us at an exit interview scheduled for April 5.

- H. Dr. Edington gave a brief update on the residence hall. This semester, there are 442 resident students; 30 short of full capacity. Last year from fall to spring, we retained 82.7% and this year we are at 92%.
- I. President Edington distributed to Board members a letter from a student's mother who was very complimentary about the wonderful experience she and her child had at DCC.
- J. Dr. Edington announced that the College has received "Military Friendly" status again for 2016 and will be listed in the February edition of GIJOBS.
- K. Ms. Bridgette Anderson, Associate Dean of Administration for Campus Facilities Management, reported on the LOOP Bus initiative. Kick-off for this new program was January 1, 2016. Classes started on January 19, and as of January 23, 340 students have used the bus, more than we expected. Ms. Anderson distributed to Board members a list of thirty-two stops students can access.
- L. President Edington informed Board members that we are still waiting to hear about the applications we submitted for SUNY grants.
- M. As part of Dutchess County's Sexual Assault Response Training, two Family Partnership Sexual Training sessions have been held so far. Thirty-three students attended the first weekend course, and seventeen resident hall students participated in the second one. Two additional sessions are planned for later in the spring, and our target population will be student athletes, resident hall students, SGA leaders and student workers. Our goal is to have 90 students take this training by the end of the spring semester.
- N. Dr. Edington announced that the Office of General Counsel and University Police will be offering a comprehensive training on the Cleary Act, Title IX, the Violence Against Women Act, and New York's Education Law 129-B. It will be held on campus on March 18. Dutchess County Legislators Angela Flesland and Ellen Nesbitt have inquired about our involvement in this area and appear to be interested in working with us on this issue.
- O. The Hudson Valley Consortium colleges have applied for a Second Chance PELL Grant, which would provide PELL grants to incarcerated individuals. The Consortium's application has been advanced to the next stage.
- P. President Edington reported on activities related to diversity, which is one of our values and an institutional goal. We are in the process of recruiting for a number of faculty positions and for a Dean of Student Services. We have created a new ad that emphasizes our commitment to inclusiveness and expanded our outreach to various job sites that target diverse populations. Several minorities have recently been hired.

- Q. Dr. Edington told Board members that there have been no further developments regarding DCC expanding its services in the northern part of the County.
- R. President Edington talked about the importance of communication. Budget and open forums have been held for the campus community.
- S. The need to keep the Dutchess County Legislature abreast of what is happening at the College was discussed. Copies of the Annual Report, along with a letter from Dr. Edington, will be sent to legislators. Periodic newsletters will be distributed to them as well. President Edington plans to meet with newly elected legislators in the near future.

It was determined that an event for legislators should be held on campus in March or April to bring them up-to-date on what has been happening at the College. It could be held in the evening or on a Saturday and tours could be offered.

During last year's budget process with the County, it was agreed that an update would be given to the leadership of the Legislature, as well as caucuses. The Finance and Facilities Committee will meet to discuss how to proceed. Our five-year budget plan will be updated and shared with the Legislature.

- T. The reverse transfer program was briefly discussed. It is currently at a standstill due to FERPA restrictions.

XII. Items for Future Agendas

Trustee Keller-Coffey expressed an interest in discussing a Board scholarship.

XIII. Date of Next Meeting

The next meeting of the Board of Trustees will be held on February 23, 2016 at 7:30 p.m.

XIV. Adjournment

There being no further business to discuss, a motion was made by Mr. Dupree, seconded by Mr. Recchia voted on, and duly carried, to adjourn the meeting. The meeting adjourned at 9:30 p.m.

Respectfully submitted,

Linda M. Beasimer
Recording Secretary