

DUTCHESS COMMUNITY COLLEGE
Minutes
Board of Trustees Meeting
July 11, 2017

Trustees Present: Mr. Thomas E. LeGrand, Chairperson; Ms. Sheila Appel, Mr. Dale L. Borchert, Ms. Betsy Brown, Mr. Michael Francis Dupree, Ms. Barbara Hugo, Mr. Daniel P. Kuffner, Mr. Timmian Massie, and Ms. Lilith Fichtmueller, Student Trustee
Dr. Pamela R. Edington, President

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

- I. The meeting was called to order at 7:25 p.m. by Chairperson LeGrand.
- II. Roll Call by Ms. Beasimer, quorum present.
- III. Approval of Agenda: Upon motion made by Mr. Massie, seconded by Mr. Borchert, voted on and duly carried, the agenda was approved as distributed.
- IV. Swearing-in of New Trustees

Chairman LeGrand administered the oath of office to two new Trustees: Sheila Appel and Lilith Fichtmueller (Student Trustee)
- V. Public Comment
 - A. Professor Mark Condon addressed the Board regarding a non-agenda item. He introduced himself as the new President of Dutchess United Educators (DUE) and Associate Professor Michael Hall as Vice-President for Full-time Faculty. He thanked the members of the Board for their support and said he was looking forward to continuing the collaborative relationship that has developed between the College and DUE.
 - B. Dr. Richard Hooley, District Superintendent of Dutchess County BOCES, addressed the Board regarding a non-agenda item. He introduced himself to the members of the Board and said he appreciated the opportunity for collaboration between BOCES and the College
- VI. Consideration of Minutes of Meetings:
 - A. May 23, 2017

Upon motion made by Mr. Massie, seconded by Mr. Borchert, voted on and duly carried with two abstentions (Ms. Appel and Ms. Fichtmueller), the minutes were approved as distributed.

B. June 20, 2017

Upon motion made by Ms. Brown, seconded by Mr. Dupree, voted on and duly carried with two abstentions (Ms. Appel and Ms. Fichtmueller), the minutes were approved as distributed.

VII. Educational Presentation

Ms. Virginia Stoeffel, Dean of Community Services and Special Programs, gave a brief presentation on the programs offered at the Family Partnership Center (FPC). The FPC site is open from 9:00 a.m. to 9:00 p.m. and offers a variety of bi-lingual assistance to help student navigate into the college community.

In September 2016, the College started offering HSE (High School Equivalency) and ESL (English as a Second Language) classes at the FPC. In Fall 2016, we had 192 students; in Spring 2017, there were 227 students; and there are 212 students taking summer classes.

Dean Stoeffel provided information about the pathways available to HSE students and the examination necessary to qualify for a high school equivalency diploma. In 2017, 180 students graduated from the HSE Program. When appropriate, students are encouraged to continue their education by taking credit courses at DCC.

Additional programs that are offered at the FPC include:

- Programs for partners: Security Guard Certificate, Spanish for the Workplace, and Song Lyrics
- Transition Workshops to help students with the admission process, financial aid and career exploration

Two new programs are planned for Fall 2017: Pharmacy Technician and a Microsoft Office credit class.

Future programs that are being evaluated include: Certified Nursing Assistant (CNA) and Certified Production Technician.

VIII. COMMITTEE REPORTS

Chairperson LeGrand 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 Bids:

a. Elevator Full Maintenance and Service

RESOLUTION NO. 2017-71

Mr. Kuffner offered the following resolution and moved its adoption:
WHEREAS, bids were duly advertised and requested for ELEVATOR FULL MAINTENANCE & SERVICE on a multi-year basis, and
WHEREAS, bids were received as a result of the solicitation and were publicly opened and read aloud at 3:00 PM., May 25, 2017, and
WHEREAS, vendors provided prices as shown on the tabulation sheet attached to this resolution, and
WHEREAS, funds for ELEVATOR MAINTENANCE & SERVICE will be made available in the operational budgets associated with the terms of the contract, now, therefore, be it
RESOLVED, that the bid received for ELEVATOR MAINTENANCE & SERVICE be awarded to Eagle Elevator., the vendor submitting the lowest aggregate price bid in accordance with the specifications for a multi-year contract in the amounts specified on the attached summary sheet for labor and monthly maintenance. This contract is for three years with the provision for two (2), one-year extensions.

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Seconded by Mr. Dupree

Resolution adopted unanimously

b. Printing of Fall 2017, Spring & Summer 2018 Non-credit Brochures

RESOLUTION NO. 2017-72

Mr. Kuffner offered the following resolution and moved its adoption:
WHEREAS, bids were duly advertised and requested for the printing of the FALL 2017, SPRING & SUMMER 2018 NON-CREDIT BROCHURES, and
WHEREAS, the bid specifications stipulated that the College has the right to elect to eliminate one or more of the semesters/sessions listed and not be charged for those brochures eliminated, and
WHEREAS, bids were received as a result of the solicitation and were publicly opened and read aloud at 3:00 P.M., May 16, 2017, and
WHEREAS, vendors provided prices as shown on the tabulation sheet attached to this resolution, and
WHEREAS, the bid received from Bartash Printing meets the required specifications, and
WHEREAS, Bartash Printing has provided satisfactory printing services in the past, and
WHEREAS, funds for the FALL 2017, SPRING & SUMMER 2018 NON-CREDIT BROCHURES are available in the Operating budget for the year 2017-2018, now, therefore, be it
RESOLVED, that the bid received for the FALL 2017, SPRING & SUMMER 2018 NON-CREDIT BROCHURES be awarded to Bartash Printing, Philadelphia, PA, in the amount of \$37,420.50 for printing and

mailing/distribution of 138,000 copies each of FALL 2017, SPRING and SUMMER 2018 Credit-Free brochures, plus \$841.19 for each additional 4 pages, if necessary, or minus \$631.99 for each deduction of four pages. There will be no charge for halftones.

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Seconded by Mr. Borchert

Resolution adopted unanimously

c. Purchase and Installation of Metallurgic Laboratory Equipment and Supplies

RESOLUTION NO. 2017-73

Mr. Kuffner offered the following resolution and moved its adoption: WHEREAS, bids were duly advertised and requested for Purchase and Installation of Metallurgic Laboratory Equipment and Supplies, and WHEREAS, bids were received as a result of the solicitation and were publicly opened and read aloud at 3:00 PM., June 20, 2017, and WHEREAS, vendor provided prices as shown on the tabulation sheet attached to this resolution, and WHEREAS, the bid received from Mark V Laboratory meets the required specifications, and WHEREAS, funds for the Equipment and Supplies are available through the SUNY 2020 grant, now, therefore, be it RESOLVED, that the bid received for Purchase and Installation of Metallurgic Laboratory Equipment and Supplies be awarded to Mark V Laboratory, East Granby, CT in the amount of \$42,150.00

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Seconded by Mr. Dupree

Resolution adopted unanimously

d. Sidewalk Repair, Bricks and Belgian Block

RESOLUTION NO. 2017-74

Mr. Kuffner offered the following resolution and moved its adoption: WHEREAS, bids were duly advertised and requested for the RECONSTRUCTION OF VARIOUS CONCRETE SIDEWALKS, PRECAST PAVERS, AND BELGIAN BLOCKS and other general miscellaneous repairs on a multi-year basis, with projects to be completed on an “as needed” basis, and WHEREAS, bids were received as a result of the solicitation and were publicly opened and read aloud at 3:00 P.M., June 13, 2017, and WHEREAS, vendors provided prices as shown on the tabulation sheet attached to this resolution, and WHEREAS, funds for the RECONSTRUCTION OF VARIOUS CONCRETE SIDEWALKS, PRECAST PAVERS, AND BELGIAN BLOCKS and other general miscellaneous repairs by the College will be made available in the operational budgets associated with the terms of the contract, now, therefore, be it RESOLVED, that the contract for the RECONSTRUCTION OF VARIOUS CONCRETE SIDEWALKS, PRECAST PAVERS, AND BELGIAN BLOCKS and other general miscellaneous repairs be awarded to Villegas Landscaping, Fishkill, NY, in accordance with the specifications for a multi-

year contract in the amounts specified on the attached summary sheet for labor and materials, all on an “as needed” basis. This contract is for three years with the provision for two (2) one-year extensions.

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Seconded by Mr. Massie

Since the bid submitted by Villegas Landscaping was much lower than those of the other vendors, a question was raised as to whether or not the vendor being recommended has agreed to pay prevailing wages. Based upon this discussion, Mr. Massie moved to table this resolution. The motion was seconded by Mr. Kuffner, voted on, and unanimously approved.

2. Approval of RFP

a. Pre-employment Checks

RESOLUTION NO. 2017-75

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

WHEREAS, a request for proposals was duly advertised and requested for PRE-EMPLOYMENT BACKGROUND SCREENING SERVICES; and

WHEREAS, TEN (10) proposals were received as a result of this solicitation for PRE-EMPLOYMENT BACKGROUND SCREENING SERVICES, RFP-DCC-06-2017, requested on or prior to March 29, 2017; and

WHEREAS, eight of the ten vendors did not meet specifications, and

WHEREAS, a comparison of the proposals from the two remaining vendors was conducted, and

WHEREAS, the request for proposal received from First Choice Background Screening meets the required specifications and better meets the needs of the College, and

WHEREAS, funds for the PRE-EMPLOYMENT BACKGROUND SCREENING SERVICES will be made available in the operational budgets associated with the terms of the contract, now, therefore, be it

RESOLVED, that a three (3) year contract for PRE-EMPLOYMENT BACKGROUND SCREENING SERVICES, in accordance with the specifications, be awarded to First Choice Background Screening, Hollywood, FL, for Fiscal Years 2017-2018, 2018-2019, and 2019-2020, and, be it

FURTHER RESOLVED, that said contract will have the option of two (2) one-year renewals.

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Seconded by Ms. Brown

Resolution adopted unanimously

3. Approval of Five-year Capital Plan for 2018-2022

RESOLUTION NO. 2017-76

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

WHEREAS, the County of Dutchess and the State University of New York require the submission of a project list and estimated costs of capital construction and improvement projects for a five-year period, and

WHEREAS, the educational, administrative and support needs for rehabilitation, preservation and improvement of facilities have been reviewed and related to the specific projects and priorities as indicated on the attached list, now, therefore, be it

RESOLVED, that the campus facilities projects listed on the attached document, which is to be made part of the official minutes of this meeting, are hereby approved as Dutchess Community College’s Five-year Capital Projects Plan for the period 2018-2022.

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Seconded by Mr. Dupree

Resolution adopted unanimously

B. Personnel and Community Relations

1. Professional Staff Appointments

RESOLUTION NO. 2017-77

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

Bonnie Gallagher, Associate Librarian, for the period June 26, 2017 through August 31, 2017, at an annual salary of \$70,154, prorated for the period of time worked

Steven Posada, Diversity Admissions Counselor, for the period June 26, 2017 through August 31, 2017, at an annual salary of \$63,250, prorated for the period of time worked

Debra Waller-Frederick, Director of Student Life, for the period July 17, 2017 through August 31, 2017, at an annual salary of \$79,062, prorated for the period of time worked

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Seconded by Ms. Brown

Resolution adopted unanimously

C. Board Policy Ad Hoc Committee

1. Approval of Policy on Professional Staff Appointments

RESOLUTION NO. 2017-78

Mr. Kuffner 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 include an additional policy statement related to the appointment of professional staff:

<u>Resolution #</u>	<u>Policy</u>	<u>Date</u>
2016-59	Provisional Appointments by the President of the College	August 9, 2016

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 policy on Professional Staff Appointments, 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. Dupree

Resolution adopted unanimously

IX. Report of the Student Trustee

- A. Student Trustee Fichtmueller thanked the Board for welcoming her as the new student member of the Board, and said she will represent the student body to the best of her ability.
- B. Ms. Fichtmueller reported that she had the opportunity to meet with the new Director of Student Life and is looking forward to working with her.
- C. Ms. Fichtmueller informed the Board that she will be meeting with the Foundation to discuss the student technology funds that are available. Students are interested in getting updated and/or new equipment for Dutchess 204, which is located near the Student Activities Office.
- D. As President of the Student Government Association (SGA), Ms. Fichtmueller has been contacted by the SUNY Student Assembly to encourage DCC to participate in its meetings and to foster better communications. She plans to cultivate this relationship.
- E. Ms. Fichtmueller reported that the SGA will start the fall semester without a Vice President. An election will be held for a President pro tempore, with the expectation that this individual will be moved into the Vice President position and then another election will be held to replace him/her as President pro tempore.

X. Report of the Chairperson

- A. Resolution of Commendation for Dr. Sherre Wesley

RESOLUTION NO. 2017-79

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

WHEREAS, after eight years of distinguished service, Dr. Sherre Wesley has retired from the Board of Trustees of Dutchess Community College, and WHEREAS, during her tenure on the Board, Dr. Wesley served with distinction in several leadership positions, including Secretary of the Board, Chairperson of the Academic and Student Affairs Committee, Chairperson of the Finance and Facilities Committee, and as a Board representative on the Dutchess Community College Association Board of Directors, and WHEREAS, Dr. Wesley has always been well-informed about, and involved in, Board deliberations and consistently provided sage counsel, and WHEREAS, Dr. Wesley has been integrally involved in the affairs of the Board of Trustees and her leadership has resulted in an improved educational environment for both students and faculty, and WHEREAS, the Board of Trustees wishes to recognize and commend Dr. Wesley for her 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 Dr. Wesley for her 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 Dr. Wesley's retirement from the Board in recognition of her exemplary service to Dutchess Community College.

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Seconded as a whole

Resolution adopted unanimously

- B. Chairman LeGrand expressed his appreciation to President Edington and the members of the Board for their efforts on behalf of the College. He cited the Family Partnership Center as one of the positive accomplishments that have taken place under Dr. Edington's visionary leadership.

XI. Report of the President

- A. President Edington reported that the College's 2017-2018 budget was overwhelmingly approved by the Dutchess County Legislature with only one dissenting vote. She expressed her appreciation to the members of the Legislature for their support of the College and its mission. She said we now have the resources we need to help us achieve our Strategic Plan. She also talked about the importance of keeping the Legislature informed about the various aspects of the College and suggested that another Legislative visit be held after this year's elections to help familiarize new Legislators with what the College has to offer and its benefit to the community-at-large.
- B. Dr. Edington announced that the College has been awarded a "Battle Buddy" grant and will receive \$10,000 over the next three years to help us better serve our veteran students.
- C. The College is partnering with IBM to offer a free cybersecurity software certification program for veterans. Sixteen veterans have enrolled in the program.

- D. President Edington gave an update on the WIB's "One-stop" grant. Due to a decrease in the funding that will be available, WIB reissued the RFP. After evaluating the new requirements, it was determined that it would not be in the best interests of the College to apply for this grant.

Trustee Appel stated for the record that she is the Chair of the WIB and confirmed she will recuse herself from any votes that might constitute a conflict of interest.

- E. Dr. Edington reported that a meeting was held with Assemblywoman Didi Barrett and town supervisors to discuss the College's potential presence in the Eastern part of the County. She informed Board members that the College has hired a consultant to conduct an analysis of the demographics of the County and identify where population growth is expected. This data will be used to determine the areas of the County where there is a need for our presence. The College is continuing to work with the Wassaic Project to see if we can assist in its development project.
- F. Meetings have been held with Global Foundries and National Resources to explore whether or not it would be beneficial for the College to move our south campus to a different location. Dean Stoeffel is following up with START-UP New York to see if either of these locations would be eligible for inclusion in our plan.
- G. President Edington gave a brief update on the Association. There is a new dining service on campus and the Bookstore has been outsourced. This summer the residence hall was rented by outside organizations. ERVK used our facilities for its Girls Leadership World Wide event. 75 girls participated. They were bused to the ERVK site during the day and stayed in the residence hall overnight. Mill Street Loft held a summer art program on campus with 76 students using our facilities. The Summer Scholars Program brought 21 students to campus and they resided in the residence hall. Letting outside organizations use the residence hall has brought in extra revenue.
- H. Dr. Edington announced that the College is planning to add "duress" buttons to college phones. By pressing the button, the caller will be connected to the security office, which will permit security officers to hear what is happening in the caller's office and react in an appropriate manner.
- I. When DUE negotiations were concluded, there were a number of procedures still to be developed to follow the new contract. Management is working with DUE representatives to finalize the necessary procedures.
- J. President Edington informed Board members that she is interested in pursuing paid parental leave and a sick bank in the future.
- K. President Edington announced that the inaugural lecture of the Dr. D. David Conklin Lecture Series has been scheduled for October 19, 2017. David Michael Kennedy, a Pulitzer Prize winner, will be the first lecturer of this

series. He will also participate in a master class for faculty and invited guests at the FDR Library. There is still an outside chance that we will be able to bring Jill Biden to campus to speak.

- L. Dr. Edington reported that the College has launched its new website, which has several new features and is easier to navigate than our old site. Ms. Judi Stokes, Director of Communications and Public Relations, gave a demonstration of the website.

XII. Items for Future Agendas

There were none.

XIII. Date of Next Meeting

The next meeting of the Board of Trustees will be held on August 15, 2017 at 7:00 p.m. at DCC South.

XIV. Adjournment

There being no further business to discuss, a motion was made by Mr. Dupree, seconded by Mr. Massie, voted on, and duly carried, to adjourn the meeting. The meeting adjourned at 9:00 p.m.

Respectfully submitted,

Linda M. Beasimer
Executive Assistant

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