

DUTCHESS COMMUNITY COLLEGE
Minutes
Board of Trustees Meeting
May 23, 2017

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, Mr. Timmian Massie, Dr. Sherre Wesley, and Mr. Matthew Lahey, Student Trustee
Dr. Pamela R. Edington, President

Absent: Mr. Michael Francis Dupree

- I. The meeting was called to order at 7:35 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. Massie, voted on and duly carried, the agenda was approved as distributed.
- IV. Public Comment
 - A. Professor Renee Lathrop, Chair of the Professional Staff Organization (PSO), addressed the Board regarding a non-agenda item. She spoke about having the opportunity to attend the SUNY Voices Conference on Shared Governance.
 - B. Professor Johanna Halsey, President of Dutchess United Educators (DUE), addressed the Board regarding non-agenda items. She talked about accomplishments over the past year and things she learned during her tenure as DUE President. She introduced Professor Mark Condon, incoming President of DUE, who distributed copies of the latest issue of *DUE Points*.
 - C. Maryanne Kinsella, representing CSEA, addressed the Board regarding a non-agenda item. She announced that there are two new shop stewards: Mary Ramaglia and John Biedinger.
- V. Consideration of Minutes of Meeting held on April 18, 2017: Upon motion made by Mr. Keller-Coffey, seconded by Mr. Kuffner, voted on and duly carried, the minutes were approved as distributed.
- VI. Educational Presentation

Ms. Chrisie Mitchell, incoming Chair of the PSO, gave a brief presentation on the Professional Staff Organization. The charge of the PSO is to make recommendations and offer advisory opinions to the President of the College and the Board of Trustees on any and all matters affecting the educational

program of the College, establish permanent and temporary subdivisions to implement and further the development of the College's educational program, and recommend and undertake institutional research relating to the objectives and program of the College. The membership of the PSO consists of all full-time faculty and administrative staff, including management/confidential employees. The President of the College is a non-voting member.

Ms. Mitchell gave an overview of the structure of the PSO. There are two councils: 1) the Instructional Staff Council, which is a representative body of full-time faculty, and 2) the Administrative Staff Council, a body of the whole, comprised of full-time administrators. There are four standing committees: Committee on Student Learning and Assessment, Curriculum Committee, Educational Environment Committee, and Professional Staff Development Committee.

Ms. Mitchell shared the goals for 2017-2018. Immediate goals include finding ways to streamline procedures, increase communication, and provide meaningful committee work. Long-term goals will address shared governance and building trust.

VII. 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 Bid for Minor Repair of Roads, Parking Lots, Walkways, Asphalt Sealing, Striping, etc.

RESOLUTION NO. 2017-61

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

WHEREAS, bids were duly advertised and requested for the MINOR REPAIR OF ROADS, PARKING LOTS, WALKWAYS, ASPHALT SEALING, STRIPING and other general miscellaneous repairs as required and directed by the college on a multi-year basis and projects to be completed by this bid will be on an as needed basis, and

WHEREAS, bids were received as a result of the solicitation and were publicly opened and read aloud at 2:00 P.M., April 30, 2017, and

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

WHEREAS, funds for the MINOR REPAIR OF ROADS, PARKING LOTS, WALKWAYS, ASPHALT SEALING, STRIPING and other general miscellaneous repairs as required and directed 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 bid received for the MINOR REPAIR OF ROADS, PARKING LOTS, WALKWAYS, ASPHALT SEALING, STRIPING and other

general miscellaneous repairs be awarded to Hudson Valley Pavement in accordance with the specifications for a multi-year contract in the amounts specified on the attached summary sheet for labor, equipment with operator, 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. Borchert Resolution adopted unanimously

2. Approval of Tuition and Fee Schedule and Refund Policy for 2017-2018

RESOLUTION NO. 2017-62

Mr. Kuffner offered the following resolution and moved its adoption: WHEREAS, a Tuition and Fee Schedule and Refund Policy are prepared each year following the guidelines of the State University of New York, and WHEREAS, the Board of Trustees reviews the Tuition and Fee Schedule and the Refund Policy as part of the annual budget process, and WHEREAS, it is necessary for the Board of Trustees to approve these fees each year, now, therefore, be it RESOLVED, that the Tuition and Fee Schedule and the Refund Policy for fiscal year 2017-2018, which are attached and shall be made part of the official minutes of this meeting, are hereby approved.

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Seconded by Mr. Keller-Coffey Resolution adopted unanimously

3. Approval of Operating Budget for 2017-2018

RESOLUTION NO. 2017-63

Mr. Kuffner offered the following resolution and moved its adoption: WHEREAS, the Annual Operating Budget Request of Dutchess Community College for the period September 1, 2017 through August 31, 2018 has been developed in accordance with guidelines furnished by the State University of New York, and WHEREAS, the requirement for operating expenditures has been determined to be \$66,768,821, now, therefore, be it RESOLVED, that the Operating Budget for Dutchess Community College for the fiscal year September 1, 2017 through August 31, 2018, in the amount of \$66,768,821 with anticipated funding from the County of Dutchess by appropriation from fiscal year 2018 of \$14,537,898, is hereby approved.

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Seconded by Ms. Hugo Resolution adopted unanimously

4. Approval to Dispose of Surplus Equipment

RESOLUTION NO. 2017-64

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 College is hereby authorized to dispose of said equipment in a manner consistent with law and/or regulation.

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Seconded by Mr. Keller-Coffey

Resolution adopted unanimously

B. Personnel and Community Relations

1. Professional Staff Appointments

RESOLUTION NO. 2017-65

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

Scott Schnackenberg, Director of Institutional Research, Planning and Assessment, for the period June 5, 2017 through August 31, 2017, at an annual salary of \$99,338, prorated for the period of time worked

TENURE-TRACK FACULTY

Shinelle Espaillat, Instructor of English, Department of English and Humanities, 2017-2018 academic year, at an annual salary of \$60,382

Elizabeth Gerbi, Instructor of Musical Theatre, Department of Performing, Visual Arts and Communications, 2017-2018 academic year, at an annual salary of \$61,821

Maureen Peters Gittelman, Instructor of Business Management, Department of Business, 2017-2018 academic year, at an annual salary of \$66,139

Joshua Gross, Instructor of Mathematics, Department of Mathematics and Computer Sciences, 2017-2018 academic year, at an annual salary of \$56,065

Shalon Hallager, Instructor of History, Department of History, Government and Economics, 2017-2018 academic year, at an annual salary of \$56,065

Samantha Langton, Assistant Professor of Physical Science, Department of Physical Sciences, 2017-2018 academic year, at an annual salary of \$56,380

Willie Morris, Instructor of English, Department of English and Humanities, 2017-2018 academic year, at an annual salary of \$58,943

Camille Solá, Instructor of Sociology, Department of Behavioral Sciences, 2017-2018 academic year, at an annual salary of \$56,065

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Seconded by Mr. Kuffner

Resolution adopted unanimously

2. Approval of Professional Staff Title

RESOLUTION NO. 2017-66

Ms. Hugo offered the following resolution and moved its adoption:
 WHEREAS, the State University of New York (SUNY) has mandated that each Educational Opportunity Program (EOP) have a designated person named as Director of EOP, and
 WHEREAS, at Dutchess Community College, the responsibilities for this program fall under the purview of an Assistant Dean of Student Services, 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 title of Assistant Dean of Student Services and Director of EOP be created in the professional service.

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Seconded by Dr. Wesley Resolution adopted unanimously

3. Approval of Title Change

RESOLUTION NO. 2017-67

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 change is hereby approved and shall be effective immediately:

Doris Diaz-Kelly, Assistant Dean of Student Services and Director of EOP
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Seconded by Ms. Brown Resolution adopted unanimously

4. Approval of Stipends

RESOLUTION NO. 2017-68

Ms. Hugo offered the following resolution and moved its adoption:
 WHEREAS, Bridgette Anderson, Associate Dean of Administration for Campus Facilities Management, and Donna Rocap, Associate Dean of Administration for Financial Services, have assumed additional responsibilities while the College conducts a search for a new Vice President for Administration, and
 WHEREAS, the President of the College has recommended that Ms. Anderson and Ms. Rocap receive stipends for their extra efforts during this period, now, therefore, be it
 RESOLVED, that, based upon the President’s recommendation, the following stipends are approved for the period April 1, 2017 through August 31, 2017:

Bridgette Anderson, \$500/month
 Donna Rocap, \$250/month

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Seconded by Dr. Wesley

Resolution adopted unanimously

C. Ad Hoc Policy Committee

1. Approval of Revised Investment Policy

RESOLUTION NO. 69

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, 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>
2011-65	Investment Policy	August 9, 2011

And,

WHEREAS, a revised Investment Policy that is based upon the format suggested by the State Comptroller has been developed, 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 is rescinded, and be it

FURTHER RESOLVED, that, based upon the recommendation of the ad hoc committee and review by the Board of Trustees, the revised Investment 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.

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Seconded by Ms. Hugo

Resolution adopted unanimously

VIII. Report of the Student Trustee

A. Student Trustee Lahey expressed his appreciation to the members of the Board for the amount of work they do for the College and for the opportunity to serve as the student member of the Board this year.

B. Mr. Lahey reported that he will be meeting with Diana Pollard and Bridgette Anderson to discuss upgrading the Student Government Association’s (SGA) office space to make it more welcoming.

C. Mr. Lahey introduced Ms. Lilith Fichtmueller, the incoming President of the SGA and the Student Trustee for next year.

IX. Report of the Chairperson

A. Chairperson LeGrand said Graduation is a very special occasion for our students and their families, and this year’s ceremony was very impressive.

B. Resolution of Commendation for Student Trustee Matthew Lahey

RESOLUTION NO. 2017-70

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

WHEREAS, Mr. Matthew Lahey will complete his term as Student Trustee on the Board of Trustees of Dutchess Community College on June 30, 2017, and

WHEREAS, Mr. Lahey has served as a member of the Board of Trustees from 2016 to 2017, all of the time representing the best interests of the students of Dutchess Community College, and

WHEREAS, Mr. Lahey’s participation as the student member of the Board of Trustees greatly enhanced the ability of the Board to better serve the students at Dutchess Community College, and

WHEREAS, the Board of Trustees recognizes and commends Mr. Lahey for his dedication as the student member of the Board, now, therefore, be it RESOLVED, that the Board of Trustees extends its appreciation to Mr. Lahey for his dedication and commitment to the excellence of Dutchess Community College, and be it

FURTHER RESOLVED, that the Board of Trustees approves this resolution in recognition of Mr. Lahey’s outstanding service to Dutchess Community College and extends its best wishes to him for success in all his future endeavors.

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Seconded as a whole

Resolution adopted unanimously

X. Report of the President

A. President Edington announced that the College received an award from Dutchess Outreach for its dedicated service to the poor and hungry.

B. Dr. Edington showed a video featuring Dr. Karen Trovato, a DCC alumnae who was recently awarded an Outstanding Alumni Award from the American Association of Community Colleges.

C. President Edington informed Board members that the College offered two presentations on the Excelsior Scholarship to help people understand the program. Over 200 community members and students attended, as well as 70 faculty and staff members.

D. Dr. Edington commended the Office of Communications and Public Relations for being selected to receive three SUNYCUAD awards: 1) 1st place in the Community Relations category for the Family Partnership Center messaging, 2) 1st place in the Special Events/Coordinated category for our Black History Month materials, and 3) a Judges’ Citation in the Individual

Institutional Relations Category for our combined College/Foundation Annual Report.

- E. President Edington gave an update on the WIB's "One-stop" grant. The College's application was the only one received; however, WIB has decided to reissue the RFP due to a decrease in the funding that will be available, as well as to include new items that were not part of the original request. The College will have 30 days to reapply for the grant once the details are released.
- F. Dr. Edington reported that R.H. Perry, the consulting firm that the College is using for the position of Vice President for Administration, has informed her that several strong candidates have already applied for the position. It is expected we will have 12 applicants to consider. An internal search committee has been formed and will be able to access candidates' information online starting June 8. Committee members will submit their evaluations of the candidates to R.H. Perry by June 22.
- G. President Edington spoke briefly about the Collective Impact Process. Several agencies are working together to help improve the quality of life in the City of Poughkeepsie. The group, which is focusing on 16-24 year-olds, has identified five areas of interest: public safety, neighborhood revitalization, jobs, education and healthy youth and families. Over 80 people attended the first meeting. Another meeting will be held on May 24, and the guest speaker will be Tom Andriola, Chief of Policy and Implementation Office of Youth Justice for the New York State Department of Criminal Justice Services. Participation in this group will help the College to identify and understand the needs of the community and to determine where we can have the most impact.
- H. Dr. Edington distributed signed copies of the poem written by Dutchess County Poet Laureate Bettina "Gold" Wilkerson for this year's graduation ceremony. Copies will be made available for students.
- I. President Edington informed Board members that over 18,200 people viewed our graduation using Snapchat, a popular social media application.

XI. Items for Future Agendas

There were no items for future agendas; however, Trustee Keller-Coffey recommended that the Board consider sponsoring a fund through the Foundation that could be used to benefit students, faculty and/or staff. Current and past Board members could be asked to designate a portion of their annual donation to the Foundation for this fund. It was determined that Trustee Keller-Coffey will meet with Ms. Pollard, Executive Director of the DCC Foundation, to discuss possibilities for the Board to consider.

XII. Date of Next Regularly Scheduled Meeting

The next regularly scheduled meeting of the Board of Trustees will be held on July 11, 2017 at 7:00 p.m. at the Family Partnership Center.

XIII. Adjournment

There being no further business to discuss, a motion was made by Ms. Brown, seconded by Mr. Massie, voted on, and duly carried, to adjourn the meeting. The meeting adjourned at 8:45 p.m.

Respectfully submitted,

Linda M. Beasimer
Executive Assistant

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