

DUTCHESS COMMUNITY COLLEGE  
Minutes  
Board of Trustees Meeting  
September 19, 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

- 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. Dupree, seconded by Mr. Massie, voted on and duly carried, the agenda was approved as distributed.

IV. Public Comment

Professor Mark Condon, President of Dutchess United Educators (DUE), addressed the Board regarding a non-agenda item. He informed Board members that DUE and College have agreed on a new policy for evaluating part-time educators.

V. Election of Officers

Ms. Hugo, Chair of the Nominating Committee, reported on the deliberations of the committee. In addition to Ms. Hugo, committee members included Mr. Dupree and Mr. Massie.

On behalf of the committee, Ms. Hugo presented to the Board the following slate of officers for 2017-2018:

Chairperson:	Thomas E. LeGrand
Vice-chairperson:	Michael Francis Dupree
Secretary:	Daniel P. Kuffner

There being no nominations from the floor, Ms. Hugo made a motion to accept the slate of officers as presented. The motion was seconded by Mr. Massie, voted on, and unanimously approved.

- VI. Consideration of Minutes of Meeting held on August 15, 2017: Upon motion made by Mr. Massie, seconded by Mr. Dupree, voted on and duly carried, the minutes were approved as distributed.

VII. Educational Presentation

Ms. Judi Stokes, Director of Communications and Public Relations, presented two new recruitment videos; one targets traditional students and the other targets adult learners. She also spoke about the Facebook campaigns that were launched over the summer. The areas of focus included ESL, HSE, Career Certificates, Adult Admissions, Traditional Recruitment, and Campus Housing.

VIII. 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 Facilities1. Approval of Capital Project – Fire Alarm UpgradeRESOLUTION NO. 2018-01

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

WHEREAS, Dutchess Community College has submitted a new funding request for capital projects for a Campus Wide Safety and Fire Alarm Upgrade with a total estimated cost of \$823,000 to the SUNY Office for Capital Facilities, and

WHEREAS, upon approval by the SUNY Board of Trustees, the project will be submitted for inclusion in the State Budget as a new capital appropriation in the 2018-2019 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 (\$411,500) would be bonded in accordance with SUNY funding policy and procedures for capital projects, and

WHEREAS, after a SEQRA review, the college administration has determined that the project involves either (1) maintenance or repair involving no substantial changes in an existing structure or facility or (2) the replacement, rehabilitation or reconstruction of a structure or facility, in kind, on the same site, including upgrading buildings to meet building or fire codes, now, therefore, be it

RESOLVED, It is hereby determined, pursuant to the provisions of the State Environmental Quality Review Act, 8 NYECL Section 0101 et seq., and its implementing regulations, Part 617 of 6 NYCRR, that this project is a "Type II" Action within the meaning of Section 617.5(c)(1) & (2) of 6 NYCRR, and, accordingly, is of a class of actions which do not have a significant impact on the environment and no further review is required, and be it further

RESOLVED, that the following capital project is hereby authorized and approved in the amount indicated below:

<u>Project Name</u>	<u>Estimated Total Cost</u>	<u>State’s Share (Appropriation)</u>	<u>Sponsor’s Share</u>
Campus-Wide Safety Fire Alarm Upgrade	\$823,000	\$411,500	\$411,500

and, be it

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

\* \* \* \* \*

Seconded by Mr. Dupree

Resolution adopted unanimously

2. Approval of Capital Project – Dining Services Renovations

RESOLUTION NO. 2018-02

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

WHEREAS, Dutchess Community College has been advised by the SUNY Office for Capital Facilities that funding for a capital project with a total estimated cost of \$900,000 is available, and

WHEREAS, the State funds are available to cover the state share of 50% of this project through existing 2008 appropriations for Drumlin and Dutchess Renovations, and

WHEREAS, the sponsor share of this capital project (\$450,000) would be covered through a Capital Investment from the College’s Food Service Provider, Chartwells, and

WHEREAS, after a SEQRA review, the college administration has determined that the project involves either (1) maintenance or repair involving no substantial changes in an existing structure or facility or (2) the replacement, rehabilitation or reconstruction of a structure or facility, in kind, on the same site, including upgrading buildings to meet building or fire codes, now, therefore, be it

RESOLVED, It is hereby determined, pursuant to the provisions of the State Environmental Quality Review Act, 8 NYECL Section 0101 et seq., and its implementing regulations, Part 617 of 6 NYCRR, that this project is a “Type II” Action within the meaning of Section 617.5(c)(1) & (2) of 6 NYCRR, and, accordingly, is of a class of actions which do not have a significant impact on the environment and no further review is required, and be it further RESOLVED, that the following capital project is hereby authorized and approved in the amount indicated below:

<u>Project Name</u>	<u>Estimated Total Cost</u>	<u>State’s Share (Appropriation)</u>	<u>Sponsor’s Share</u>
Dining Services Renovations	\$900,000	\$450,000	\$450,000*

\*Sponsor’s share to be provided by Chartwells, the College’s food service provider.

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

3. Approval of Capital Project – Facilities Master Plan

RESOLUTION NO. 2018-03

Mr. Kuffner offered the following resolution and moved its adoption:  
 WHEREAS, Dutchess Community College has submitted a new funding  
 request for a capital project for a Facilities Master Plan Study with a total  
 estimated cost of \$500,000 to the SUNY Office for Capital Facilities, and  
 WHEREAS, upon approval by the SUNY Board of Trustees, the project will  
 be submitted for inclusion in the State Budget as a new capital appropriation  
 in the 2018-2019 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 (\$250,000) would be  
 bonded in accordance with SUNY funding policy and procedures for capital  
 projects, and  
 WHEREAS, after a SEQRA review, the college administration has  
 determined that the project involves either (1) maintenance or repair  
 involving no substantial changes in an existing structure or facility or (2) the  
 replacement, rehabilitation or reconstruction of a structure or facility, in kind,  
 on the same site, including upgrading buildings to meet building or fire  
 codes, now, therefore, be it  
 RESOLVED, It is hereby determined, pursuant to the provisions of the State  
 Environmental Quality Review Act, 8 NYECL Section 0101 et seq., and its  
 implementing regulations, Part 617 of 6 NYCRR, that this project is a “Type  
 II” Action within the meaning of Section 617.5(c)(1) & (2) of 6 NYCRR, and,  
 accordingly, is of a class of actions which do not have a significant impact on  
 the environment and no further review is required, and be it further  
 RESOLVED, that the following capital project is hereby authorized and  
 approved in the amount indicated below:

<u>Project Name</u>	<u>Estimated Total Cost</u>	<u>State’s Share (Appropriation)</u>	<u>Sponsor’s Share</u>
Facilities Master Plan Study	\$500,000	\$250,000	\$250,000

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

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Seconded by Mr. Dupree Resolution adopted unanimously

4. Approval of Capital Project – Water Heater Replacement

RESOLUTION NO. 2018-04

Mr. Kuffner offered the following resolution and moved its adoption:  
 WHEREAS, Dutchess Community College has been advised by the SUNY Office for Capital Facilities that funding for a capital project with a total estimated cost of \$100,000 is available, and  
 WHEREAS, the State funds are available to cover the state share of 50% of this project through existing 2008 appropriations for Misc. Repairs, and  
 WHEREAS, the sponsor share of this capital project (\$50,000) would be covered through Capital Chargeback Funds, and  
 WHEREAS, after a SEQRA review, the college administration has determined that the project involves either (1) maintenance or repair involving no substantial changes in an existing structure or facility or (2) the replacement, rehabilitation or reconstruction of a structure or facility, in kind, on the same site, including upgrading buildings to meet building or fire codes, now, therefore, be it  
 RESOLVED, It is hereby determined, pursuant to the provisions of the State Environmental Quality Review Act, 8 NYECL Section 0101 et seq., and its implementing regulations, Part 617 of 6 NYCRR, that this project is a “Type II” Action within the meaning of Section 617.5(c)(1) & (2) of 6 NYCRR, and, accordingly, is of a class of actions which do not have a significant impact on the environment and no further review is required, and be it further  
 RESOLVED, that the following capital project is hereby authorized and approved in the amount indicated below:

<u>Project Name</u>	<u>Estimated Total Cost</u>	<u>State’s Share (Appropriation)</u>	<u>Sponsor’s Share</u>
Water Heater Replacement	\$100,000	\$50,000	\$50,000

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. Appel Resolution adopted unanimously

5. Approval of Capital Project – Roof Construction, Phase I

RESOLUTION NO. 2018-05

Mr. Kuffner offered the following resolution and moved its adoption:  
 WHEREAS, Dutchess Community College has been advised by the SUNY Office for Capital Facilities that funding for a capital project with a total estimated cost of \$1,801,200 is available, and  
 WHEREAS, the State funds are available to cover the state share of 50% of this project through existing 2008 appropriations for Hudson Hall MEP, Hudson Hall Improvements PH 2 Energy and Taconic Hall Renovations, and

WHEREAS, the sponsor share of this capital project (\$900,600) would be bonded in accordance with SUNY funding policy and procedures for capital projects, and

WHEREAS, after a SEQRA review, the college administration has determined that the project involves either (1) maintenance or repair involving no substantial changes in an existing structure or facility or (2) the replacement, rehabilitation or reconstruction of a structure or facility, in kind, on the same site, including upgrading buildings to meet building or fire codes, now, therefore, be it

RESOLVED, It is hereby determined, pursuant to the provisions of the State Environmental Quality Review Act, 8 NYECL Section 0101 et seq., and its implementing regulations, Part 617 of 6 NYCRR, that this project is a “Type II” Action within the meaning of Section 617.5(c)(1) & (2) of 6 NYCRR, and, accordingly, is of a class of actions which do not have a significant impact on the environment and no further review is required, and be it further

RESOLVED, that the following capital project is hereby authorized and approved in the amount indicated below:

<u>Project Name</u>	<u>Estimated Total Cost</u>	<u>State’s Share (Appropriation)</u>	<u>Sponsor’s Share</u>
Construction of Roof Replacements – Phase 1 Hudson and Taconic Halls	\$1,801,200	\$900,600	\$900,600

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

**B. Personnel and Community Relations**

**1. Approval of Professional Staff Appointments**

**RESOLUTION NO. 2018-06**

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**

Sara L. Alpert, Community Based Learning Coordinator, for the period of September 5, 2017 through August 31, 2018, at an annual salary of \$54,753, prorated for the period of time worked.

Mary J. Cohen, Nursing Lab Assistant, for the period of September 11, 2017 through August 31, 2018, at an annual salary of \$44,991, prorated for the period of time worked

\* \* \* \* \*

Seconded by Mr. Dupree

Resolution adopted unanimously

2. Approval of Salary Adjustment

RESOLUTION NO. 2018-07

Ms. Hugo offered the following resolution and moved its adoption: WHEREAS, it has been determined that a salary adjustment for Paula Lockshon, who transitioned from Field Supervision Educator to Instructor, is needed to be more equitable with the salaries of the other individuals hired into faculty status, now, therefore, be it RESOLVED, that, based upon the recommendation of the President of the College, Ms. Paula Lockshon’s salary for fiscal year 2017-2018 shall be \$63,261.

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Seconded by Ms. Fichtmueller

Resolution adopted unanimously

3. Approval of Professional Title

RESOLUTION NO. 2018-08

Ms. Hugo offered the following resolution and moved its adoption: WHEREAS, a review of the staffing in the Office of Communications and Public Relations was conducted, and WHEREAS, based upon this review, it has been determined that there is a need to create the position of Multimedia Content Producer, 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, approval is hereby given to create the title of Multimedia Content Producer in the professional service.

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Seconded by Mr. Dupree

Resolution adopted unanimously

C. Ad Hoc Policy Committee

1. Approval to Rescind Short-term Cash Investment Policy

RESOLUTION NO. 2018-09

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 Resolution #96, dated July 14, 1992, regarding short term cash investments, is no longer needed since short term investments are covered under the recently revised Investment Policy that was approved by the Board of Trustees by Resolution #2017-69, dated May 23, 2017, now, therefore, be it RESOLVED, that based upon the recommendations of the ad hoc Policy Review Committee, Resolution #96, dated July 14, 1992, is hereby rescinded.

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Seconded by Mr. Borchert

Resolution adopted unanimously

2. Approval of Identity Theft (“Red Flag”) Policy

RESOLUTION NO. 2018-10

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, it is the responsibility of the Board of Trustees and Administration to protect the personal data of the College’s students, staff, and faculty, it has been determined that a policy on Identity Theft (“Red Flag”) is needed, and WHEREAS, the ad hoc committee has reviewed the proposed Identity Theft Protection (“Red Flag”) Policy and finds it to be appropriate to the needs of the College, now, therefore, be it

RESOLVED, that, based upon the recommendations of the Associate Dean for Information Technology and the ad hoc Policy Review Committee, the attached Identity Theft Protection (“Red Flag”) Policy, which 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. Borchert

Resolution adopted unanimously

3. Approval of General Use Policy on Information Resources

RESOLUTION NO. 2018-11

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 and with input received from the Associate Dean for Information Technology, the ad hoc committee has determined that the General Use Policy on Information Resources needs to be revised, now, therefore, be it

RESOLVED, that, based upon the recommendation of the ad hoc committee and review by the Board of Trustees, the revised General Use Policy on

Information Resources, 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 reported that the Student Government Association (SGA) is off to a successful start with many new participants.
- B. Ms. Fichtmueller informed Board members that Mary Akinmola has been elected as Vice President of the SGA and will lead Senate meetings, as well as serve on the Dutchess Community College Association Board of Directors and the President's Advisory Council. An election for the position of President Pro Tempore will be held next week.
- C. An *International Students Luncheon* will be held on October 4, at 12:30 p.m. This event will give returning and new international students a chance to connect, improve their knowledge about the College and learn how to navigate the campus regarding their specific needs, as well as provide an opportunity to connect with staff members
- D. Two student representatives are needed to serve on the Perkins Career and Technical Education Local Advisory Council. These students are to be matriculated in a major non-traditional to their identifying gender.
- E. Leadership Weekend will be held from September 22 through September 24. Approximately 30 student leaders will have training opportunities on such topics as improving group communication, resolving conflict and improved leadership skills. It will be held at Iroquois Springs in Rock Hill, NY.
- F. Ms. Fichtmueller reported that she will be participating in the SUNY Student Assembly Presidential Summit in Albany. Among the topics to be discussed are shared governance and intra-office communications on campus. SUNY Chancellor Johnson will be a guest speaker.
- G. Members of the SGA Executive Board will be attending the SUNY Student Assembly Fall Conference, along with more than 300 other student leaders. The theme for the conference is *Planning Today for Tomorrow's Success*.
- H. The President of the SGA at Mount Saint Mary College has contacted Ms. Fichtmueller regarding plans for an SGA Presidential Summit for the

colleges and universities in the Hudson Valley. This networking event will provide an opportunity to discuss issues in our area and ways to solve them.

- I. Ms. Fichtmueller informed Board members that the SGA is in the process of amending its constitution. Once revised, it will have to go through an approval process, including the Charters and Bylaws Committee of the SGA, the Senate, the President of the College and then a general referendum will be presented to the student body.

X. Report of the Chairperson

Chairman LeGrand did not have a formal report.

XI. Report of the President

- A. President Edington informed Board members that, earlier today, she attended the SUNY Presidents meeting presided over by Dr. Kristina M. Johnson, the new Chancellor of SUNY. The Chancellor expressed an interest in supporting and promoting the community college sector.
- B. Dr. Edington said she will return to Albany tomorrow to meet with the other SUNY community college presidents to discuss community college funding. She will give an update on this discussion at the next Board meeting.
- C. President Edington reported that Governor Cuomo has released his report on compliance with the *Enough is Enough* law, and the College has been listed as in significant compliance with only two areas that needed to be addressed: 1) The Campus Climate Survey must be posted on our website, and 2) Verifications that student leaders and student athletes received targeted training. The Campus Climate Survey has already been posted.
- D. Dr. Edington asked Dr. Gambino to give an update on the residence hall. Dr. Gambino reported that we have 439 students in the residence hall this fall. At the start of fall semester last year, we had 481 resident students. The GPA of incoming students is consistent with previous years. Overall, this fall's headcount enrollment is down by 9.3% compared to last fall.

There has been a significant decrease in the number of students who had not fully paid for their housing by the start of the fall semester. Last year, at this point in time, 137 resident students still owed over \$500; this year that number is 74, and we are working with these students to complete their financial paperwork. We have instituted a "prompt payment plan."

Dr. Gambino also reported that, after 3 weeks of classes, there has been an 8% decline in the number of conduct violations compared to last year at the same time.

- E. Dr. Edington said she had the opportunity to attend an event to welcome Dr. Betsy Bradley, the new president of Vassar College. Additionally, Dr. Bradley and her husband visited our campus and were given a tour. Dr. Edington and Dr. Bradley were able to start a dialogue about developing programs that would provide DCC and Vassar students the opportunity to work together on community-based projects. It would be good to get Marist College involved as well.
- F. President Edington gave an update on the search for a new Vice President of Administration. Two final candidates were identified and invited to campus to meet with various constituencies. A hiring decision has not yet been made.
- G. Dr. Edington asked Bridgette Anderson to give brief reports on the Airport and Creek Road Projects.
1. Ms. Anderson informed Board members that representatives from the College and the County's Department of Public Works reviewed RFPs for architectural services and construction management services for the Airframe and Power Plant Facility at the Hudson Valley Regional Airport.  
  
7 RFPs for architectural services and 6 RFPs for construction management services were received and reviewed. The committee is recommending that contracts be awarded to C&S for architectural services and Savin Engineers for construction management services. Notices to proceed will be issued shortly. A meeting will be held with the Board's Finance and Facilities Committee to discuss this project in more detail.  
  
It is anticipated that this project will be completed by May 2019.
  2. Ms. Anderson shared pictures of the work that has been done at the Creek Road crossing site. New crosswalk buttons have been strategically placed so they are very noticeable. Planters have been added to the walkway from Hudson Hall to Creek Road to make students more aware of where they are walking.

The College will continue to seek grant funding for fencing in that area.

H. Upcoming Events:

1. On October 5, at 6:30 p.m., in the Mildred I. Washington Art Gallery, there will be a reception highlighting the Hudson Valley Quilt Exhibition. To recognize the College's 60<sup>th</sup> anniversary, the Hudson Valley Quilters have created a special quilt, which will be on display, along with a quilt featuring Dr. Edington's quilt top that was completed by the group.

2. The annual Conklin Scholarship Luncheon will be held on October 9 in the Louis Greenspan Cafeteria. This year we have 29 new and 38 returning Conklin scholars.
3. The Eleanor Roosevelt Val-Kill Medal Ceremony is scheduled for October 15. Trustee Michael Dupree, along with Michael Fleischer, will be receiving an award from ERVK. A DCC alumna, Karen Trovato, will also be receiving a medal at this event.
4. The Businessperson of the Year Award has been renamed the Falcon Award. This award will be presented to Evelyn Constantino, Chief Operating Officer of Royal Carting, at a luncheon on November 14. It will be held at the College in the Louis Greenspan Cafeteria at 11:30 a.m. This event is important to the College because it will help to raise money for scholarships, as well as strengthen our relationships with the business community. We are working with our art faculty to create a special award for presentation. Trustees Dupree and Appel are spearheading this affair.
5. DCC Foundation Fall Lecture Series:
  - October 12, 7:00 p.m., James and Betty Hall Theatre – Dr. Allida Black will present *Staying aloof is not a solution*. This lecture is provided by the Handel Foundation Endowed Faculty Chair to Perpetuate the Legacy of Franklin & Eleanor Roosevelt.
  - October 19, 7:00 p.m., James and Betty Hall Theatre – Dr. David Kennedy is the guest speaker for the Dr. D. David Conklin Distinguished Lecture Series. He will present *Franklin D. Roosevelt, a Twentieth-Century Life*.
- I. President Edington informed Board members that she will be in California next week, and while she is there she will be visiting Foundation donors (Dan Curtin, Vernon Jones, and Allyn Washington). These meetings will help to lay the groundwork for the Foundation's future capital campaign.
- J. Dr. Edington told Board members that Diana Pollard, Director of the DCC Foundation, and Carol Gordon, Chair of the Foundation, attended a capital campaign training seminar in Dallas. While they were there, they met with an alumnus who became the CEO of Footlocker. Ms. Pollard will give an update on the Foundation's activities at the next Board meeting.

## 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 October 24, 2017 at 7:30 p.m.

XIV. Adjournment

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

Respectfully submitted,

Linda M. Beasimer  
Executive Assistant

lmb