

DUTCHESS COMMUNITY COLLEGE  
Minutes  
Board of Trustees Meeting  
May 24, 2016

Trustees Present: Mr. Thomas E. LeGrand, Chairperson; Mr. Dale L. Borchert, 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

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

- 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 Dr. Wesley, seconded by Mr. Borchert, voted on and duly carried, the agenda was approved as distributed.
- IV. Public Comment
  - A. Professor Johanna Halsey, President of Dutchess United Educators (DUE), addressed the Board regarding several non-agenda items. She spoke about graduation, the visit to the campus by Dutchess County Legislators, and the positive relationship that has developed between Administration and DUE. She expressed her appreciation to President Edington and the members of the Board for the support shown to faculty and staff. She also distributed copies of the latest edition of *DUEpoints*.
  - B. Associate Professor Renee Lathrop, Chair of the Professional Staff Organization, addressed the Board regarding a non-agenda item. She expressed her appreciation for the opportunity to attend the Governance Institute.
  - C. Professor Leah Akins addressed the Board regarding non-agenda items. She spoke about the Open Meetings Law, time allotted at Board meetings for the open comment period, and the possibility of live-streaming Workshop and Board meetings.
- V. Consideration of Minutes of Meeting held on April 26, 2016: Upon motion made by Mr. Kuffner, seconded by Mr. Keller-Coffey, voted on and duly carried, the minutes were approved as distributed.
- VI. 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. Non-credit Brochures for 2016-2017

RESOLUTION NO. 2016-37

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

WHEREAS, bids were duly advertised and requested for the printing of the FALL 2016,

SPRING & SUMMER 2017 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 2:00 P.M., April 5, 2016, 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 2016, SPRING & SUMMER 2017 NON-CREDIT BROCHURES are available in the Operating budget for the year 2016-2017, now, therefore, be it

RESOLVED, that the bid received for the FALL 2016, SPRING & SUMMER 2017 NON-CREDIT BROCHURES be awarded to Bartash Printing, Philadelphia, PA, in the amount of \$42,557.76 for printing and mailing/distribution of 144,800 copies each of FALL 2016, SPRING and SUMMER 2017 Credit-Free brochures, plus \$2,109.84 for each additional 4 pages, if necessary, or minus \$2,109.84 for each deduction of four pages. There will be no charge for halftones.

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Seconded by Mr. Dupree

Resolution adopted unanimously

b. Purchase of Pendulum Impact Tester and Floor Model Testing System

RESOLUTION NO. 2016-38

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

WHEREAS, bids were duly advertised and requested for the Purchase of Pendulum Impact Tester and Floor Model Testing System, and

WHEREAS, bids were received as a result of the solicitation and were publicly opened and read aloud at 2:00 PM, April 20, 2016, and

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

WHEREAS, the only bid received was from Instron, a division of Illinois Tool Works, Inc. and

WHEREAS, the bid meets the required specifications and appears to be reasonable, and  
WHEREAS, funds for the Pendulum Impact Tester and Floor Model Testing System are available through the SUNY 2020 grant, now, therefore, be it  
RESOLVED, that the bid received for the purchase of the Pendulum Impact Tester and Floor Model Testing System, in accordance with the specifications, be awarded to Instron, a division of Illinois Tool Works, Inc, Norwood, MA, in the amount of \$100,740.00.

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Seconded by Ms. Brown

Resolution adopted unanimously

## 2. Approval of RFP for Auditing Services

### RESOLUTION NO. 2016-39

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

WHEREAS, a request for proposals was duly advertised and requested for INDEPENDENT AUDIT SERVICES; and

WHEREAS, five (5) requests for proposals were received as a result of this solicitation for INDEPENDENT AUDIT SERVICES, RFP-DCC- 02-2016, requested on or prior to March 29, 2016; and

WHEREAS, vendors submitted request for proposals prices as shown on the tabulation sheet attached to this resolution; and

WHEREAS, the request for proposals received from O'Connor Davies, LLP, meets the required specifications; and

WHEREAS, O'Connor Davies, LLP has effectively provided these services in the past and is our current vendor; and

WHEREAS, funds for the INDEPENDENT AUDIT SERVICES will be made available in the operational budgets associated with the terms of the contract, now, therefore, be it

RESOLVED, that a one-year contract for INDEPENDENT AUDIT SERVICES, in accordance with the specifications, be awarded to O'Connor Davies, LLP, New Windsor, NY, for Fiscal Year 2016-17 in the amount of \$43,500, and be it

FURTHER RESOLVED, that this contract will have the option of four (4) one-year renewals.

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Seconded by Mr. Dupree

Resolution adopted unanimously

## 3. Approval of Tuition and Fee Schedule, Refund Policy, and Room Rental Fee Schedule for 2016-2016

### RESOLUTION NO. 2016-40

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

WHEREAS, a Tuition and Fee Schedule, the Refund Policy, and the Room Rental Fee Schedule 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, the Refund Policy and the Room Rental Fee Schedule 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, the Refund Policy and the Room Rental Fee Schedule for fiscal year 2016-2017, which are attached and shall be made part of the official minutes of this meeting, are hereby approved.

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Seconded by Ms. Hugo

Resolution adopted unanimously

4. Approval of Operating Budget for 2016-2017

RESOLUTION NO. 2016-41

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, 2016 through August 31, 2017 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 \$66,099,992, now, therefore, be it  
RESOLVED, that the Operating Budget for Dutchess Community College for the fiscal year September 1, 2016 through August 31, 2017, in the amount of \$66,099,992 with anticipated funding from the County of Dutchess by appropriation from fiscal year 2017 of \$13,537,898, is hereby approved.

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Seconded by Ms. VanBuren

Resolution adopted unanimously

5. Approval to Dispose of Surplus Equipment

RESOLUTION NO.2016-42

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 minutes of this meeting, obsolete and surplus to the needs of Dutchess Community College, and be it,  
FURTHER RESOLVED, that the Vice-President and Dean of Administration is hereby authorized to dispose of said equipment in a manner consistent with law and/or regulation.

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Seconded by Dr. Wesley

Resolution adopted unanimously

B. Personnel and Community Relations

1. Approval of Professional Staff Appointments

RESOLUTION NO. 2016-43

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 are hereby approved:

ADMINISTRATIVE

Melvin D. Adams, III, Dean of Students, for the period July 11, 2016 through August 31, 2016, at an annual salary of \$117,500, prorated for the period of time worked

TENURE-TRACK FACULTY

Erin Brennan, Assistant Professor of Business Law, Business Department, 2016-2017 academic year, at an annual salary of \$58,882

Kim Rybacki, Assistant Professor of Psychology, Behavioral Sciences Department, 2016-2017 academic year, at an annual salary of \$58,882

Thomas Winship, Instructor of Business Management, Business Department, 2016-2017 academic year, at an annual salary of \$60,804

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Seconded by Ms. Brown

Resolution adopted unanimously

2. Approval of Professional Title

RESOLUTION NO. 2016-44

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

WHEREAS, with the assistance of a consultant from the Culinary Institute of America (CIA), the College undertook a review of its food services operation and management, and

WHEREAS, based upon this review, it has been determined that the position of Coordinator of Campus Events and Food Services Operations should be created, 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 Coordinator of Campus Events and Food Service Operations be created in the professional service.

\* \* \* \* \*

Seconded by Mr. Dupree

Resolution adopted by a vote of 9 yes, 1 no (Mr. Keller-Coffey), 0 abstentions

3. Approval of Three-year Term Appointments

RESOLUTION NO. 2016-45

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

BE IT RESOLVED, that, based upon the guidelines adopted by the Board of Trustees and the recommendation of the President of the College, the following full-time professional administrators are granted a renewal of their three-year term appointments from September 1, 2016, through August 31, 2019:

William Benedetto, Associate Registrar

Stewart Dawes, Registrar Counselor

Timothy Decker, Director of Programs & Activities, DCC South

Tina Kiernan, Assistant Librarian

Jason Miller, College Affairs Writer

And, be it  
 FURTHER RESOLVED, that the following full-time professional administrators are granted an initial three-year term appointment from September 1, 2016, through August 31, 2019:

Cathy Carl, Director of Library  
 Timothy Vermillion, Assistant Dean of Community Services

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Seconded by Ms. VanBuren Resolution adopted unanimously

VII. Report of the Student Trustee

- A. Student Trustee Recchia reported that he has received many favorable comments from students about Graduation, especially having Program Chairs there to congratulate their students.
- B. Mr. Recchia told Board members that the transition to the new Student Government Association leadership is going well.
- C. Recruitment is underway for student volunteers to assist with Falcon Fest and other orientation events.
- D. Mr. Recchia told Board members he was honored to have had the opportunity to serve as the Student Trustee this year and that his experience as a member of the Board was very rewarding and educational. He thanked them for their support.

VIII. Report of the Chairperson

- A. Chairperson LeGrand said this year’s Graduation ceremony was very impressive. Being able to award an honorary Doctor of Humane Letters to Mr. Charles Conklin made it special.
- B. Resolution of Commendation for Student Trustee Richard Recchia

On behalf of the members of the Board, Mr. LeGrand thanked Student Trustee Recchia for his exemplary service on the Board.

RESOLUTION NO. 2016-46

Ms. Brown offered the following resolution and moved its adoption:  
 WHEREAS, Mr. Richard Recchia will complete his term as Student Trustee on the Board of Trustees of Dutchess Community College on June 30, 2016, and

WHEREAS, Mr. Recchia has served as a member of the Board of Trustees from 2015 to 2016, all of the time representing the best interests of the students of Dutchess Community College, and

WHEREAS, Mr. Recchia’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. Recchia 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. Recchia 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. Recchia'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

IX. Report of the President

- A. President Edington reported that the College's capture rate remains at 35% of all local college-bound high school graduates. She noted that Ms. Sarah Remling, Millbrook High School's valedictorian, will be attending DCC in the fall as a Conklin Scholar.
- B. Dr. Edington announced that one of our students, DeSean Morrow, has been selected to participate in the College Promise Campaign and will visit the White House.
- C. President Edington informed Board members that, although Graduation was a great success, she would appreciate receiving suggestions for improvements, including feedback about the reception that was held for students and their families. A debriefing will be held to address any concerns and to update our planning for next year.

Two issues were raised: 1) Traffic was a problem, and 2) The quantity of food at the reception was inadequate.

- D. Dr. Edington said she was pleased to announce that DCC received the top award for outdoor advertising among all SUNY institutions for our billboard campaign.
- E. A Service Learning Institute is currently being held at the College. The attendees include representatives from various community agencies and faculty members from DCC, as well as other colleges.
- F. President Edington gave an update on *Achieving the Dream*. The College has been able to raise an additional \$10,000/year for the next 3 years to supplement the \$40,000 annual contribution from the Kresge Foundation. A team has been assembled to attend the first kick-off Achieving the Dream Institute in June. Dr. Edington distributed a data sheet indicating the success rates in the top 20 highest enrolled courses in Fall 2015. We will be looking at various aspects (such as curriculum, class size, faculty development, tutoring, additional support, etc.) that could help us to increase

success rates in these courses.

- G. Dr. Edington asked Diana Pollard, Executive Director of the DCC Foundation, to give a report on the Foundation. Ms. Pollard reported that 164 scholarships, worth approximately \$135,000, were awarded at this year's Honors Convocation. A luncheon was held prior to the event to give students an opportunity to meet with the scholarship donors.

Ms. Pollard apprised Board members that the Foundation has hired a consultant to assist in the creation of a development plan and a five-year strategic plan, as well as determine the readiness of the Foundation to enter into a capital campaign. The consulting firm has met with various constituencies and will be presenting its preliminary report this week.

- H. President Edington reported that a delegation from China visited the campus to discuss the possibility of creating a partnership with DCC and SUNY New Paltz to offer an Early Childhood Program. Although expanding the number of international students that attend DCC is important for us and would help enrollment, we need to be sure that we would have the support systems in place to be successful. We will continue to investigate this possibility in the fall.

X. Items for Future Agendas

Although there were no items for future agendas, Trustee Keller-Coffey said he would like to learn more about the successes of our students after they graduate.

Mr. Keller-Coffey also shared with Board members letters his students wrote to Mr. Michael Roe, Associate Dean of Enrollment Management, thanking him for giving them a tour of the DCC campus. Each year, Trustee Keller-Coffey brings his middle school class to DCC to give them the experience of visiting a college.

XI. Date of Next Meeting

The next meeting of the Board of Trustees will be held on July 12, 2016.

XII Adjournment

There being no further business to discuss, a motion was made by Mr. Borchert, seconded by Mr. Dupree, voted on, and duly carried, to adjourn the meeting. The meeting adjourned at 9:10 p.m.

Respectfully submitted,

Linda M. Beasimer  
Recording Secretary