

DUTCHESS COMMUNITY COLLEGE
Minutes
Board of Trustees Meeting
March 28, 2017

Trustees Present: Mr. Thomas E. LeGrand, Chairperson; Mr. Michael Francis Dupree, 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. Dale L. Borchert, Ms. Betsy Brown, and Ms. Barbara Hugo

- 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. Lahey, 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 the following non-agenda items: 1) DUE representation at the National Conference on Collective Bargaining in Higher Education, 2) a planned meeting of full-time NTEs related to the promotion and evaluation process, 3) the upcoming Presidents' Forum for part-time educators, and 4) the appointment of innovative educators.
 - B. Professor Mark Condon, Vice President of DUE for Full-time Faculty, addressed the Board regarding a non-agenda item. Having also attended the National Conference on Collective Bargaining in Higher Education, he shared his impressions of the conference.
- V. Consideration of Minutes of Meeting held on February 28, 2017: Upon motion made by Mr. Kuffner, seconded by Mr. Dupree, voted on and duly carried, the minutes were approved as distributed.

VI. Educational Presentation

Ms. Cammie Jones, Community-Based Learning Coordinator, gave a brief presentation on service learning. The purpose of serving learning is to enhance the learning experience of our students while also addressing community needs.

Since this program's inception in Fall 2015, it has grown significantly. In Fall 2015, there were 20 projects, 12 agencies, 9 faculty members, 12 courses, and over 220 students. In Fall 2016, there were over 65 projects, more than 25 agencies, 20 faculty members, 35 courses, and over 520 students. Ms. Jones highlighted a few of the projects that were undertaken.

In order to sustain the program, a Service Learning Taskforce has been created and various activities are held, including:

- Service learning workshops
- An annual symposium where faculty share their projects with other faculty members
- Service Learning Institute for those faculty members who have not yet participated in the program

Ms. Jones talked about the importance of service learning: it creates community connections, helps student development, and encourages faculty involvement, as well as campus collaboration.

Ms. Jones informed Board members that the College has applied to become part of AMERICORPS Vista. The possibility of alternative spring breaks and multi-disciplinary projects are being considered for the future.

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 to Dispose of Surplus Equipment

RESOLUTION NO. 2017-49

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 Dr. Wesley

Resolution adopted unanimously

B. Personnel and Community Relations

1. Approval of Retirements under the Special Retirement Program

RESOLUTION NO. 2017-50

Dr. Wesley offered the following resolution and moved its adoption:

WHEREAS, under Appendix K of the College's 2016-2020 contract with Dutchess United Educators, Professor Richard Malboeuf, Associate Librarian Alice McGovern, and Professor Joseph Norton are eligible for the

3. Approval of Extended Sick Leave

RESOLUTION NO. 2017-52

Dr. Wesley offered the following resolution and moved its adoption:
WHEREAS, Dr. Mark Balaban, Director of Counseling, who will have exhausted his paid leave benefits as of March 29, 2017, has requested that he be granted additional sick leave with pay pursuant to Section 5.09 (b) of the College’s 2016-2020 contract with Dutchess United Educators, and WHEREAS, Section 5.09 (b) of the above mentioned contract permits the President of the College to grant an additional five sick days with pay, and WHEREAS, a physician’s statement has been received indicating that this additional benefit as authorized by the President is insufficient to cover the period of extended recuperation without loss of salary, now, therefore, be it RESOLVED, that, based upon the recommendation of the President of the College, additional paid sick leave is hereby granted to Dr. Mark Balaban for the period April 6, 2017 through August 11, 2017.

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Seconded by Mr. Keller-Coffey Resolution adopted unanimously

4. Approval of Administrative Leave Agreement

RESOLUTION NO. 2017-53

Dr. Wesley offered the following resolution and moved its adoption:
BE IT RESOLVED, that the Board of Trustees hereby approves all terms and conditions contained in the administrative leave agreement between Dr. William Anderson, Vice President and Dean of Administration, and Dutchess Community College.

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Seconded by Mr. Kuffner Resolution adopted unanimously

VIII. Report of the Student Trustee

- A. Student Trustee Lahey reported that a student vs. staff basketball game has been scheduled for March 30. Proceeds from the event will be donated to the American Cancer Society.
- B. The Community Services Committee will hold a food drive on March 29 to benefit the on-campus food pantry that is being organized.
- C. On April 4, Accommodative Services will host an awareness event.
- D. Student Government Association (SGA) elections will take place next week.
- E. A Spring Fest is being planned for the end of April to raise awareness of the SGA clubs that are available to students.
- F. Mr. Lahey informed Board members that a blood drive is currently being held on campus.

IX. Report of the Chairperson

- A. Chairman LeGrand distributed copies of an article that appeared in *CNNMoney* about Lake Area Technical Institute, which was named the top community college in the country by the Aspen Institute. The college received a \$600,000 prize for community college excellence based upon graduation and job placement rates, how much alumni earn, and how many low-income and minority students enroll and succeed.
- B. Resolution of Commendation for Recipients of the 2016-2017 Chancellor's Award for Student Excellence

RESOLUTION NO. 2017-54

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

WHEREAS, in recognition of their academic achievements and community involvement, Mr. Christopher Gabryszewski, Ms. Lindsey Nun, Mr. Nicholas Roberts, and Ms. Morgan Wells have been selected to receive the Chancellor's Award for Student Excellence, and

WHEREAS, the Board of Trustees wishes to recognize and commend Mr. Gabryszewski, Ms. Nun, Mr. Roberts, and Ms. Wells for their outstanding accomplishments, and

WHEREAS, their achievements have also brought honor and distinction to Dutchess Community College, now, therefore, be it

RESOLVED, that the Board of Trustees of Dutchess Community College extends its congratulations and commendation to Mr. Gabryszewski, Ms. Nun, Mr. Roberts, and Ms. Wells, and be it

FURTHER RESOLVED, that the Board of Trustees hereby adopts this resolution in recognition of their commitment to excellence and extends its best wishes to them for continued success.

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Seconded by Mr. Massie

Resolution adopted unanimously

- C. Resolution of Commendation for Students Named to the 2017 All-New York Academic Team for Phi-Theta Kappa International Honor Society

RESOLUTION NO. 2017-55

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

WHEREAS, in recognition of their scholarly achievements, Mr. Ian Hinojosa, Ms. Emily Ohlhoff, Ms. Erica Palmer, and Ms. Julia Pecora have been selected to be on the 2017 All-New York Academic Team of the Phi Theta Kappa International Honor Society, and

WHEREAS, the Board of Trustees wishes to recognize and commend Mr. Hinojosa, Ms. Ohlhoff, Ms. Palmer, and Ms. Pecora for their outstanding academic accomplishments, and

WHEREAS, their achievements have also brought honor and distinction to Dutchess Community College, now, therefore, be it

RESOLVED, that the Board of Trustees of Dutchess Community College extends its congratulations and commendation to Mr. Hinojosa, Ms. Ohlhoff, Ms. Palmer, and Ms. Pecora and be it

FURTHER RESOLVED, that the Board of Trustees hereby adopts this resolution in recognition of their commitment to academic excellence and extends its best wishes to them for continued success.

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Seconded by Mr. Lahey

Resolution adopted unanimously

- D. Mr. LeGrand commended the Foundation on a successful Gala. He also thanked Board members for their support of this event.

X. Report of the President

- A. President Edington asked Ms. Diana Pollard, Executive Director of the DCC Foundation, to give an update on the Foundation.

Ms. Pollard thanked the Board for their support of the Gala and reported that 441 tickets were sold, with gross sales reaching \$197,000 and a net of approximately \$60,000. The auction raised an additional \$12,000.

The Foundation held a Strategic Advancement Day to discuss how to implement the newly-developed Strategic Plan.

Ms. Pollard announced that a Model UN event, recognizing Professor Emeritus Richard Reitano for his 50 years of involvement with Model UN, will be held on April 8 in New York City. So far, 85 individuals plan to attend.

Ms. Pollard informed Board members that she will be travelling to California to visit some current large donors, as well as potential new donors.

Ms. Pollard reported that the Foundation's assets are now valued at approximately \$11 million.

- B. Dr. Edington informed Board members that the College had to be closed for two days due to a major snow storm. The College was able to reach an agreement with the CSEA union that employees would not have to use benefit time for those two days.
- C. President Edington reported that a group of faculty and staff are in the process of establishing a food pantry on campus. A \$5,000 donation has been received for start-up costs. The SGA will assist in staffing the pantry, which is expected to open in the fall.
- D. The DCC Association has received 3 bids for food services. Interviews have been held, and it is anticipated a recommendation for awarding the bid will be ready sometime in April.
- E. A Phi Theta Kappa (PTK) award ceremony was held at SUNY. PTK students are eligible to receive scholarships, and Dr. Edington said she would like to expand the PTK program at DCC.

- F. President Edington briefly spoke about the E-TECH Mentor/Mentee Program at Poughkeepsie High School. Central Hudson employees serve as mentors for students enrolled in this program.
- G. The International Women's Day event that was held on campus received a lot of community support. It will be held at DCC again next year, and Dr. Edington said she would like to have more student involvement.
- H. Dr. Edington informed Board members that she was a panelist at the EDs and MEDs event, which was organized by the Hudson Valley Economic Development Corporation and held at Marist College. Her role was to talk about how community colleges prepare the workforce for the medical field and the challenges they face in doing so.
- I. President Edington reported that the College is engaged in discussions with Alfred State College about the possibility of Alfred offering a baccalaureate degree on our campus for our nursing graduates.
- J. Dr. Edington spoke about the interview and hiring process for faculty that is taking place. Using the software we recently purchased, the Diversity Council will have access to resumes. This new process will help to ensure that our pool of candidates is diverse, as well as help to speed up the process. Second interviews are being held, and we have a good pool of applicants to choose from.
- K. President Edington informed Board members that she will be participating in the Collective Impact meeting at the Family Partnership Center tomorrow. Between 75 and 100 people representing various constituencies in the community will be attending. The topic of improving the quality of life in the City of Poughkeepsie will be addressed. The millennial generation (ages 16 to 25) will be the focus, and 3 or 4 young people will talk about what it was like growing up in Poughkeepsie.
- L. Dr. Edington asked Dr. Ellen Gambino, Vice President of Academic Affairs, to give an update on new developments in her office.

Innovative Educators

Dr. Gambino reported that 3 faculty members (Kevin Cavanaugh, Department of English and Humanities; Carla DelTreste, Department of Mathematics and Computer Sciences; and Tom Costello, Department of Performing, Visual Arts and Communications) have been appointed as Innovative Educators and will lead curricular reform initiatives with their colleagues and the Office of Academic Affairs. Four projects have been undertaken this semester:

- English – development of a prerequisite model for developmental English
- Behavioral Science – development of Open Education Resource (OER) textbooks

- Allied Health and Biological Sciences – improvement of student success and retention in high enrollment BIO courses
- Mathematics and Computer Science – developing a co-requisite model to address students' lack of preparation in math courses

ACT Center

In Spring 2016, the caseload in the Advising Center was 1,082 students. 46% of them engaged with advisors. Of those engaged, 92% completed the semester, and 66% registered for the fall semester.

In Fall 2016, the caseload tripled to 3,372 students. 66% of them engaged with advisors, and of those engaged, 97.8% completed the semester, and 81.5% registered for the next semester.

Exit interviews are conducted to help us determine how satisfied our students are with the advisement they are receiving.

Faculty Searches

12 second interviews have been conducted, and 25 are yet to be completed.

Title III

Dr. Gambino informed the Board that the College plans to apply for a Title III grant for “wrap-around” services. The grant is for \$2.25 million over 5 years. The services that would be provided include:

- DCC Cares: A one-stop center to address non-academic needs of students.
- Center for Applied Learning and Career Services: This would help students by providing internships, fieldwork and service learning
- ESL Center: This would create a pathway from credit-free ESL courses to matriculation
- Open Educational Resources

Curriculum

An A.S. degree in Public Health will be forthcoming.

Conversations are taking place with Alfred State for a +2 in Nursing. Alfred offers hybrid and online courses, which would be beneficial to our students in completing their baccalaureate degree. It is hoped that we will have an agreement soon so that classes could start this fall.

We are still working on the development of the Aviation Maintenance Technician program. Our proposal has been sent to SUNY to try to speed up the process with the State Education Department.

China Trip

Dr. Gambino reported on her trip to China. She said it was a positive experience. Twenty-five students will visit the College this spring to give them the opportunity to visit classes and stay in the residence hall. We anticipate that we will have 10 to 12 students enroll in the Early Childhood Program for the Fall 2018 semester. Interest was expressed for art and music programs as well.

XI. Items for Future Agendas

The following three items are planned for future agendas:

1. Presentation on Internet Security – April Board meeting
2. Roundtable discussion on enrollment – April Workshop meeting
3. Aviation Project at the Airport – May Board meeting

XII. Date of Next Meeting

The next meeting of the Board of Trustees will be held on April 18, 2017 at 7:30 p.m.

XIII. Adjournment

There being no further business to discuss, a motion was made by Mr. Keller-Coffey, seconded by Dr. Wesley, 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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