

DUTCHESS COMMUNITY COLLEGE
Minutes
Board of Trustees Meeting
December 13, 2016

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

- I. The meeting was called to order at 7:20 p.m. by Chairperson LeGrand.
- II. Roll Call by Ms. Beasimer, quorum present.
- III. Approval of Agenda: Upon motion made by Ms. Brown, seconded by Dr. Wesley, voted on and duly carried, the agenda was approved as distributed.

IV. Swearing-in of Trustee Timmian Massie

Chairman LeGrand administered the oath of office to Mr. Timmian Massie, who was appointed by the Dutchess County Legislature to serve as a Trustee of the College to replace Ms. Denise VanBuren.

V. Public Comment

- A. Professor Johanna Halsey, President of Dutchess United Educators, addressed the Board regarding non-agenda items. She expressed her appreciation to everyone involved in the negotiations process for their efforts to bring both the full- and the part-time DUE contracts to fruition. She thanked the Board for its support of the contracts as well.

Professor Halsey distributed the latest copy of *DUEpoints*.

- B. Mr. William Benedetto, spoke on behalf of Ms. Donna Logan, adjunct instructor and chair of the part-time DUE negotiating team. Ms. Logan, who was unable to attend the meeting thanked the Board for its support of the part-time DUE contract.

VI. Consideration of Minutes of Meetings:

A. October 25, 2016

Upon motion made by Mr. Kuffner, seconded by Mr. Keller-Coffey, voted on and duly carried, the minutes were approved as distributed.

B. November 7, 2016

Upon motion made by Dr. Wesley, seconded by Mr. Keller-Coffey, voted on and duly carried, the minutes were approved as distributed.

C. November 10, 2016

Upon motion made by Mr. Dupree, seconded by Ms. Brown, voted on and duly carried, the minutes were approved as distributed.

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. Sewer Cleaning Maintenance/Service Agreement

RESOLUTION NO. 2017-17

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

WHEREAS, bids were duly advertised and requested for SEWER LINE CLEANING MAINTENANCE/SERVICE AGREEMENT on a multi-year basis, and

WHEREAS, bids were received as a result of the solicitation and were publicly opened and read aloud at 2:00 P.M., November 29, 2016, and

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

WHEREAS, funds for SEWER LINE CLEANING MAINTENANCE/SERVICE AGREEMENT 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 SEWER LINE CLEANING MAINTENANCE/SERVICE AGREEMENT be awarded to J. Angelo Industries, Wappingers Falls, N.Y., the low bidder, in the amount of \$6,400.00, in accordance with the specifications for a multi-year contract in the amounts specified on the attached summary sheet for labor and equipment with operator for work outside the scope of the contract. This contract is for one year with the provision for two (2), one-year extensions.

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Seconded by Ms. Hugo

Resolution adopted unanimously

B. Personnel and Community Relations

1. Approval of Professional Staff Titles

RESOLUTION NO. 2017-18

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

WHEREAS, a review of the titles and job responsibilities associated with the

President’s Office and the Human Resources Department has been conducted, and WHEREAS, based upon this review, it has been determined that the following titles should be created:

- Executive Assistant to the Board of Trustees and the President
- Executive Assistant to the President
- Human Resources Coordinator

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 above named titles in the professional service.

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Seconded by Dr. Wesley Resolution adopted unanimously

2. Approval of Professional Staff Appointment

RESOLUTION NO. 2017-19

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 appointment to the professional staff of Dutchess Community College is hereby approved:

FULL-TIME ADMINISTRATIVE

Victoria Halfpenny, Development Coordinator of the DCC Foundation, for the period November 29, 2016 through August 31, 2017, at an annual salary of \$58,882, prorated for the period of time worked

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Seconded by Ms. Brown Resolution adopted unanimously

3. Approval of Title Changes

RESOLUTION NO. 2017-20

Ms. Hugo offered the following resolution and moved its adoption: BE IT RESOLVED, that, based on upon the recommendation of the President of the College, the following title changes are hereby approved and shall be effective immediately:

- AnneMarie Andrews, Executive Assistant to the President
- Linda Beasimer, Executive Assistant to the Board of Trustees and the President

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Seconded by Mr. Kuffner Resolution adopted unanimously

4. Approval of Early Retirements/Granting of Emeritus Status

RESOLUTION NO. 2017-21

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 early retirement of the following faculty members are hereby approved:

Mark McConnaughay, Professor, Department of Physical Sciences,
effective August 21, 2017

Jody Sterling, Professor, Department of English and Humanities, effective
August 15, 2017

And, be it

FURTHER RESOLVED, that approval is granted to pay the appropriate benefits earned, and be it

FURTHER RESOLVED, that, in recognition of their dedicated service to Dutchess Community College, they be granted emeritus status upon their retirement, and be it

FURTHER RESOLVED, that the Board of Trustees extends its sincere appreciation to Mr. McConnaughay and Ms. Sterling for their valuable contributions to the College’s educational program during their tenure and wishes them the very best in their retirement and future endeavors.

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Seconded by Ms. Brown

Resolution adopted unanimously

5. Approval of Extended Early Retirement/Granting of Emeritus Status

RESOLUTION NO. 2016-22

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 extended early retirement of the following faculty member is hereby approved:

Diana Staats, Professor, Department of Mathematics and Computer Sciences, effective August 14, 2017

And, be it

FURTHER RESOLVED, that approval is granted to pay the appropriate benefits earned, and be it

FURTHER RESOLVED, that, in recognition of her dedicated service to Dutchess Community College, she be granted emeritus status upon her retirement, and be it

FURTHER RESOLVED, that the Board of Trustees extends its sincere appreciation to Ms. Staats for her valuable contributions to the College’s educational program during her tenure and wishes her the very best in her retirement and future endeavors.

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Seconded by Dr. Wesley

Resolution adopted unanimously

6. Approval of Management/Confidential Salaries for 2016-2017RESOLUTION NO. 2017-23

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

WHEREAS, the salaries of management/confidential professional staff members have been determined for fiscal year 2016-2017, now, therefore, be it

RESOLVED, that, the following salaries are hereby approved and shall be retroactive to September 1, 2016:

Name	Title	2016-2017 Salary
Adams, Melvin	Dean of Students	\$117,500
Anderson, Bridgette	Associate Dean of Administration	\$129,739
Anderson, William	Vice President & Dean of Administration	\$158,999
Andrews, AnneMarie	Executive Assistant to the President	\$75,556
Beasimer, Linda	Executive Assistant to the Board of Trustees & the President	\$87,069
Couret, Esther	Director of Human Resources Management	\$118,780
Crawford, Cristina	Assistant to the VP & Dean of Administration	\$64,239
Gambino, Ellen	Vice President of Academic Affairs	\$155,964
Gessler, Klaus	Associate Dean of Administration for Info Technologies	\$133,663
Griffin, Patrick	Director of Information Systems	\$133,681
Helion, Carol	Assistant to the VP of Academic Affairs	\$66,330
Johnson, Donna	Director of Institutional Research, Planning & Assessment	\$102,666
Kemmerer, Kristel	Associate Dean of Academic Affairs	\$107,559
Keto, Lisa	Assistant to the Dean of Administration	\$76,221
McGlynn, Susan	Assistant to the Dean of Academic Affairs	\$74,736
Molella, Holly	Dean of Academic Affairs	\$132,197
Pollard, Diana	Executive Director of the DCC Foundation	\$95,222
Rocap, Donna	Associate Dean of Administration	\$115,796
Sims, Coreen	Assistant Director of Human Resources	\$74,824
Soltish, Michael	Director of Applications Development	\$91,800
Stoeffel, Virginia	Dean of Community Services & Special Programs	\$113,432
Stokes, Judith	Director of Communications & Public Relations	\$112,589
Trogisch, Colleen	Associate Dean of Academic Affairs	\$106,059

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Seconded by Mr. Dupree

Resolution adopted unanimously

7. Approval of Benefits for Management/Confidential Staff

RESOLUTION NO. 2017-24

Ms. Hugo offered the following resolution and moved its adoption:
 WHEREAS, the negotiated agreement for 2016-2020 between the Board of Trustees, Dutchess Community College, the County of Dutchess, and Dutchess United Educators, provides for benefits for members of the union, and
 WHEREAS, management/confidential employees are not members of the union, and
 WHEREAS, the Board of Trustees wishes to afford the same benefits as outlined in said agreement to the management/confidential professional staff of the College, now, therefore, be it
 RESOLVED, that, approval is hereby granted to extend to the management/confidential professional staff of the College the benefits of the 2016-2020 Agreement between Dutchess Community College and Dutchess United Educators, with the exceptions of the compensatory time benefit afforded to NTEs and the special retirement incentive program.

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Seconded by Dr. Westley

Resolution adopted unanimously

8. Staff Recognition

RESOLUTION NO. 2016-25

Ms. Hugo offered the following resolution and moved its adoption:
 WHEREAS, Dutchess Community College has a loyal and dedicated staff, and
 WHEREAS, the President of the College and the Board of Trustees appreciate and acknowledge the staff’s dedication and contributions to the College, and
 WHEREAS, the individuals listed on the attached sheet are worthy of special recognition for their years of service, now, therefore, be it
 RESOLVED, that, based upon the recommendation of the President of the College, the Board of Trustees recognizes and extends congratulations and appreciation to the individuals named on the attached list, which shall be made part of the official minutes of this meeting, on the occasion of their completion of the noted years of service to Dutchess Community College.

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Seconded by Mr. Dupree

Resolution adopted unanimously

C. Board Policy Ad Hoc Committee

1. Approval of Whistleblower Policy

RESOLUTION NO. 2017-26

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>
2011-58	Whistleblower	July 2011

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 revised Whistleblower 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, 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. Kuffner Resolution adopted unanimously

2. Approval to Rescind Resolution #1996-30 Regarding Dismissal of Faculty with Continuing Term Appointments

RESOLUTION NO. 2017-27

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 Resolution #1996-30, dated February 27, 1996, regarding procedures for the dismissal of faculty with continuing or term appointments, is outdated based upon the College’s contract with Dutchess United Educators, and furthermore, is procedural in nature, now, therefore, be it
 RESOLVED, that based upon the recommendations of the ad hoc Policy Review Committee, Resolution #1996-30, is hereby rescinded.

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Seconded by Ms. Brown Resolution adopted unanimously

3. Mr. Keller-Coffey informed Board members that, based upon the College’s contract with DUE, the Policy Committee plans to recommend rescinding two additional resolutions next month.

VIII. Report of the Student Trustee

A. Mr. Lahey told Board members he has learned a lot serving as the Student Trustee this semester and looks forward to continuing to work with the Board.

- B. The *Line Dance for a Cause* event raised over \$500 for Sparrow's Nest, which is a not-for-profit agency that provides meals for families that have loved ones with cancer. Also, over 3,000 Christmas cookies will be made on December 23rd for this agency.
- C. Student Trustee Lahey announced that the Student Government Association (SGA) will be participating in the Hudson River Housing Project to clean run-down houses, which will help to provide a safer and cleaner living environment for its clients.
- D. Mr. Lahey reported on "positives" and "negatives" he has received from students.

Positives:

- Students appreciate the help that is available to them through the reading, writing and math centers.
- The on- and off-campus events held by the SGA and clubs have been very well received.

Negatives:

- There is not enough advertising for sporting events.
- Access to printers during night classes is too limited.
- More tutors are needed for statistics.

IX. Report of the Chairperson

- A. On behalf of the Board, Chairman LeGrand wished everyone happy holidays.
- B. Affirmation of Dutchess Community College's Diversity and Inclusion Plan

RESOLUTION NO. 2017-28

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

WHEREAS, the State University of New York (SUNY) Board of Trustees passed a Diversity, Equity, and Inclusion Policy that requires each SUNY campus to develop a campus-specific Diversity and Inclusion Plan, and WHEREAS, with the assistance of the Diversity Council and input from the campus community, a strategic Diversity and Inclusion Plan was developed for the College, and

WHEREAS, said Diversity and Inclusion Plan was affirmed by the Professional Staff Organization, and

WHEREAS, the Board of Trustees has reviewed said Diversity and Inclusion Plan, now, therefore, be it

RESOLVED, that the Board of Trustees hereby affirms Dutchess Community College’s Diversity and Inclusion Plan as presented.

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Seconded by Mr. Dupree

Resolution adopted unanimously

C. Resolution of Appreciation

RESOLUTION NO. 2017-29

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

WHEREAS, Ms. Denise VanBuren served as a member of the Dutchess Community College Board of Trustees, and

WHEREAS, during her tenure on the Board, Ms. VanBuren served with distinction as Chair of the Board Policy Ad Hoc Committee, and

WHEREAS, Ms. VanBuren was always well-informed about, and involved in, Board deliberations and consistently provided sage counsel, and

WHEREAS, Ms. Van Buren was integrally involved in the affairs of the Board of Trustees, which resulted in an improved educational environment for both students and faculty, and

WHEREAS, the Board of Trustees wishes to express its appreciation to Ms. VanBuren for her 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 Ms. VanBuren for her dedication and commitment to the excellence of Dutchess Community College.

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Seconded by Dr. Wesley

Resolution adopted unanimously

X. Report of the President

A. President Edington expressed her appreciation to Mr. Dale Borchert and the members of the Dutchess County Legislature for their support of the DUE contracts. She commended the DUE and management teams for their work to bring these contracts to fruition.

B. Dr. Edington reported that the Legislature also approved the College’s Aviation Maintenance and Education Center Capital Project. The request for the remainder of the funding will be presented to the SUNY Board of Trustees for approval.

C. President Edington had good news: DCC Alumnae Karen Trovato is one of five individuals who has been selected by the American Association of Community Colleges (AACC) to receive an Outstanding Alumni Award. It will be presented to her at AACC’s national convention in New Orleans in April 2017. This will bring national attention for the College.

D. Dr. Edington announced that DCC has been selected to receive a Top 10 Community College Gold Military Friendly Award for our outstanding commitment to, and programs for, veterans and their families. In January,

the College will be hosting veteran services coordinators from educational institutions in the area.

- E. Dr. Gambino, Vice President of Academic Affairs, reported on activities taking place in the Office of Academic Affairs (OAA).
1. OAA is currently working on an Academic Master Plan, which is an outgrowth of the College's Strategic Plan. Twenty-five meetings were held during the fall semester, including meetings with the academic departments and student support areas. Open forums were also held. These discussions have addressed both challenges and opportunities for growth in programming. OAA will work with the Office of Community Services and Special Programs to build pathways from non-credit to credit courses. It is anticipated that a draft Academic Master Plan will be completed by January and will be shared with faculty and staff for their input.
 2. The College is part of a consortium of agencies, including Abilities First, ACCESS/VR, the ARC of Dutchess, Taconic Resources, the Office for Persons with Developmental Disabilities, and Dutchess County's Deputy Commissioner for Special Needs, to discuss and develop two programs that will provide needed services and support for students with disabilities. The first is for those students who will be taking credit courses and have special needs. The second program will target those students who want a college experience but, due to their developmental disabilities, may not be in a position to take credit courses. It will provide job readiness and life skills training, as well as opportunity to audit credit classes on a limited basis.
 3. AdAstra conducted a review of our scheduling process and Degree Works Program, and we are now in the process of analyzing the results. This analysis will be used to determine how we can improve our class schedules and time-to-degree. We will be using the data provided to examine our Fall 2017 schedule. As of now, AdAstra is recommending that we eliminate a handful of courses, but add approximately 75 based on the projected needs of our students. The College wants to ensure that we have enough sections of classes available to help our students complete their degrees in a timely fashion.
 4. Program reviews by external evaluators have been conducted in BAT and LAM with positive feedback received.
 5. OAA is investigating potential partnerships with BOCES and Alfred State. It is possible that Alfred State may be able to offer classes on our campus for our nursing graduates so they can obtain a four-year degree.
- F. Ms. Virginia Stoeffel, Dean of Community Services and Special Programs, gave a brief report regarding the Office of Community Services (OCS).

1. 208 students enrolled at the Family Partnership Center (FPC) this fall: 107 in the High School Equivalency (HSE) Program and 101 in English as a Second Language (ESL).
 2. A credit informational session was held at FPC and, out of the 9 students who attended, 3 registered for spring credit classes. Students expressed an interest in having credit classes at FPC because of the convenience of its location.
 3. Monthly admissions sessions are being held at FPC; and starting in the spring, financial aid information will also be offered.
 4. Other tenants in the FPC are interested in having the College offer workforce development training for their staff.
 5. PCM (Precision Components Manufacturing) has been approved as the second START-UP New York company. It plans to create 12 new jobs and invest \$2.9 million.
 6. OCS has been awarded a \$70,000 Health Workforce Retraining Initiative Grant in conjunction with HealthQuest Medical Practice.
- G. Ms. Pollard, Executive Director of the Dutchess Community College Foundation, thanked the Board for approving the appointment of Ms. Victoria Halfpenny as Development Coordinator of the DCC Foundation. She then gave a brief report on Foundation activities/events.
1. Alumni engagement is an important focus of the Foundation. To that end, a new alumni newsletter has been developed. This year, it will be distributed quarterly, next year every other month, and then monthly in the third year. Also, an engineering alumni event was held, and a Model UN alumni event will be held to celebrate its 50th anniversary.
 2. Plans are underway for President Edington to meet with potential donors when she is in California next year.
 3. The annual Craft Fair was very successful, netting approximately \$26,000 and bringing over 2,700 people to campus.
 4. The annual Gala will be held at the Grandview on March 25, 2017. At the Gala, Karen Trovato and Frank Castella will be inducted into the DCC Alumni Hall of Fame; the Bridge to the Future Award recipient will be the Poughkeepsie Alliance; and the Bernard Handel Community Leadership Award will be presented to Shirley Adams.
 5. As of August 31, 2016, the total assets of the Foundation were \$10,555,000, and there was a positive unrestricted fund balance.

6. The Foundation is working with the consultants to implement the Foundation's Strategic Plan. A campaign planning committee will be created; a case statement is being developed; potential donors are being identified; and a Board retreat is being planned.

H. Dr. Edington showed 3 short films: *This is DCC*, *Why DCC*, and *Think DCC*. The first two were created by a graduate of our COM program. The third one was professionally shot and will be promoted to targeted audiences via social media. All three films will be on our website and will also be used by the Admissions Office.

XI. Items for Future Agendas

A. Although it is not an item for a future agenda, Trustee Dupree informed Board members that the Bylaws Review Committee has started to meet. In January, Board members will be asked to participate in a Doodle poll to get their opinions regarding specific items related to the bylaws.

B. Trustee Keller-Coffey expressed his opinion that, in the future, he would like to discuss disassociating management/confidential benefits from the union contract.

XII. Date of Next Meeting

The next meeting of the Board of Trustees will be held on January 24, 2017 at 7:30 p.m.

XIII. Adjournment

There being no further business to discuss, a motion was made by Ms. Brown, seconded by Mr. Keller-Coffey, voted on, and duly carried, to adjourn the meeting. The meeting adjourned at 8:40 p.m.

Respectfully submitted,

Linda M. Beasimer
Executive Assistant

lmb