

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

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

Absent: Mr. Timmian Massie

- 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 Ms. Brown, seconded by Mr. Dupree, 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: the work being done to implement the College's 2016-2020 contract with DUE, DUE's response to the recent presidential evaluation survey; Presidents' forum for part-time educators that will take place at the end of March, and the selection of Innovative Educators.
 - B. Associate Professor Renee Lathrop, Chair of the Professional Staff Organization (PSO), addressed the Board regarding non-agenda items. She gave a brief update on the activities of the PSO, including improving governance, promoting the Strategic Plan, and advising.
 - C. Michael Roe, Associate Dean of Enrollment Management, addressed the Board regarding a non-agenda item. He gave a brief report on the enrollment initiatives that are being undertaken.
 - D. Bridgette Anderson, Associate Dean of Administration for Campus Facilities Management, gave an update on the use of the Loop Bus, a non-agenda item.
- V. Consideration of Minutes of Meeting held on January 31, 2017: Upon motion made by Mr. Kuffner, seconded by Mr. Dupree, voted on and duly carried, the minutes were approved as distributed.

VI. Educational Presentations

- A. Associate Professor Juan Garcia-Nunez, Department of Performing, Visual Arts and Communications, gave a brief presentation regarding his sabbatical. The first objective of his sabbatical was to research the use of 3D printing as a tool for artists to use in the creation of different types of artwork. The second objective was to prepare an art exhibit, which is currently being displayed in the Mildred I. Washington Art Gallery. It is entitled *Sideways and Forward*, and will be on display through March 31.
- B. Associate Professor Melanie Klein, Department of English and Humanities, reported that her sabbatical was used to take classes to complete a Master of Fine Arts degree in Creative Writing, with a concentration in poetry. Ms. Klein described overlaps in the courses she took and work she accomplished. Using the theme of how people relate, or avoid relating, to each other on a subway, she created a villanelle, which is a poem with 2 repeating rhymes. Ms. Klein read her poem to the audience. She will receive her M.F.A. in June.

Both Mr. Garcia-Nunez and Ms. Klein expressed their appreciation to the members of the Board and the College for the opportunities afforded to them through the granting of sabbaticals.

VII. 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 Facilities

1. Reauthorization of Capital Projects

RESOLUTION NO. 2017-41

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 capital projects with a total estimated cost of \$626,200 have been approved, and

WHEREAS, the State funds are available to cover the state share of 50% of these projects, and

WHEREAS, the sponsor share of these capital projects (\$313,125) would be bonded in accordance with SUNY funding policy and procedures for capital projects, and

WHEREAS, 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 projects are hereby authorized and approved in the amounts indicated below:

Project Name	Estimated Total Cost	State’s Share (Appropriation)	Sponsor’s Share
Design of Roof Replacements	554,250.00	277,125.00	277,125.00
Campus Infrastructure – Phase 3 (Electrical) Design	72,000.00	36,000.00	36,000.00

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. Keller-Coffey Resolution adopted unanimously

2. Acceptance of Audit for Fiscal Year 2015-2016

RESOLUTION NO. 2017-42

Mr. Kuffner offered the following resolution and moved its adoption:
 WHEREAS, the Dutchess Community College Board of Trustees has a responsibility to conduct business according to prudent, professional, and accepted practices, and
 WHEREAS, the Financial Statements of Dutchess Community College for the fiscal year ending August 31, 2016 were reviewed by the outside auditing firm of O’Connor Davies, LLP, and
 WHEREAS, in the opinion of the independent auditors, the financial statements of the College conform with generally accepted accounting practices in all respects, and
 WHEREAS, the Board Finance and Facilities Committee has reviewed the audit with representatives of O’Connor Davies, LLP and recommends that the Board of Trustees accept the audit for fiscal year 2015-2016, and
 WHEREAS, the members of the Board of Trustees have received copies of the audit for review, now, therefore, be it
 RESOLVED, that, based upon the recommendation of the Finance and Facilities Committee, the Board of Trustees hereby accepts the independent auditor’s report for the fiscal year 2015-2016.

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Seconded by Mr. Keller-Coffey Resolution adopted unanimously

B. Personnel and Community Relations

1. Professional Staff Appointment

RESOLUTION NO. 2017-43

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

ADMINISTRATIVE

Rosa Vargas, Human Resources Coordinator, for the period February 27, 2017 through August 31, 2017, at an annual salary of \$57,000, prorated for the period of time worked

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Seconded by Dr. Wesley

Resolution adopted unanimously

2. Approval of Retirements

RESOLUTION NO. 2017-44

Ms. Hugo offered the following resolution and moved its adoption:
WHEREAS, under Appendix K of the College’s 2016-2020 contract with Dutchess United Educators, Professor Constance Eames and Associate Professor Maryann Longhi are eligible for the Special Retirement Incentive Program, now, therefore, be it
RESOLVED, that, based upon the recommendation of the President of the College, the retirements of the following professional staff members are hereby acknowledged:

Constance Eames, Professor, Department of Allied Health and Biological Sciences, effective August 14, 2017

Maryann Longhi, Associate Professor, Business Department, 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 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 Professor Eames and Associate Professor Longhi 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

3. Approval of 2016-2017 Salary for President Pamela Edington

RESOLUTION NO. 2017-45

Ms. Hugo offered the following resolution and moved its adoption:
BE IT RESOLVED, that the Board of Trustees hereby approves an annual salary in the amount of \$206,832 for President Pamela Edington for the 2016-2017 fiscal year, and be it
FURTHER RESOLVED, that this salary shall be retroactive to September 1, 2016.

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Seconded by the whole Resolution adopted unanimously

C. Board Ad Hoc Policy Committee

1. Approval of Policy on General Use of College Facilities

RESOLUTION NO. 2017-46

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, the ad hoc committee has reviewed resolutions #79 and #80, dated August 23, 1994, related to the Use of College Facilities, and
WHEREAS, based upon this review, the ad hoc committee has determined that these resolutions are outdated and that a new policy on the General Use of College Facilities is needed, now, therefore, be it
RESOLVED, that, based upon the recommendation of the ad hoc committee, the aforementioned resolutions are hereby rescinded, and be it
FURTHER RESOLVED, that, based upon the recommendation of the ad hoc committee and review by the Board of Trustees, a revised General Use of College Facilities 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 of Alcohol Policy

RESOLUTION NO. 2017-47

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, the ad hoc committee has reviewed resolutions #127, dated June

2, 1986, and #38, dated November 26, 1985, related to alcohol on campus, and

WHEREAS, based upon this review, the ad hoc committee has determined that these resolutions are outdated and that a new Alcohol Policy is needed, now, therefore, be it

RESOLVED, that, based upon the recommendation of the ad hoc committee, the aforementioned resolutions are hereby rescinded, and be it

FURTHER RESOLVED, that, based upon the recommendation of the ad hoc committee and review by the Board of Trustees, a revised Alcohol 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 Dr. Wesley

Resolution adopted unanimously

3. Approval of Anti-Hazing Policy

RESOLUTION NO. 2017-48

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>
54	Anti-hazing	December 22, 1980

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 policy on Anti-hazing, 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

VIII. Report of the Student Trustee

- A. Student Trustee Lahey reported that the Business Club held a poster sale on February 13 and 14. Proceeds were donated to the Ronald McDonald Foundation.
- B. A Valentine's Day flower sale raised approximately \$1,000. Balloons and stuffed animals were also sold.
- C. On February 16, Chris Herren, a former NBA basketball player, spoke at Arlington High School. He shared his struggle with alcohol and drug addiction. His presentation was advertised within the SGA, and a lot of students attended the event.
- D. In March (date TBA), the Exercise Wellness and Fitness Club will host a "3 on 3" basketball tournament in Falcon Hall. Local police officers and fire fighters will be in attendance.
- E. Mr. Lahey reported on "positives" and "negatives" he has received from students:

Negatives:

- Another stop sign is needed in Lot E to correct an unsafe situation.
- Students are requesting that the old Business Resource Center be opened as a study area location during non-class hours.

Positives:

- The food being served in Drumlin Hall has improved in quality and variety.
- The tutors in both the Writing and Math Centers have been very helpful and are to be commended.

IX. Report of the Chairperson

- A. Chairman LeGrand expressed appreciation to Mr. Garcia-Nunez and Ms. Klein for sharing information about their sabbaticals. He commended the work of our faculty.
- B. Mr. LeGrand said he is proud that Dutchess Community College is included in the list of "Most Military Friendly" schools and was included in a recent article he received.

X. Report of the President

- A. President Edington talked to the Board about Collective Impact, a strategy to bring people and organizations together to improve the community by

leveraging resources. The Community Foundation of the Hudson Valley (CFHV) has asked the College to be part of this effort. The County Executive is interested in participating and being a co-convenor of the first meeting, which would include County representatives, Family Services, CFHV, the College, and possibly the Mayor of the City of Poughkeepsie and the Interfaith Council. The first meeting will be held on March 29th.

- B. Dr. Edington gave an update on the airport. SUNY has committed to matching the County's funding for the project. The College's participation has been critical in helping to promote this endeavor. The Commissioner of Public Works has suggested that a steering committee be formed with three to four representatives from the College and three to four people from the Department of Public of Works. Assistant Professor John Trosie and Glen Tanzman, from the Office of Community Services and Special Programs, visited Cape Cod Community College and are working on how to establish a viable program.
- C. President Edington reported on Dr. Ellen Gambino's and Associate Professor Barbara McArdle's visit to China. They met with the principal, faculty, and staff of the Ningbo Foreign Affairs School (NFAS), as well as officers of the Chinese government, to discuss their students enrolling at the College in our Early Childhood Education Program. They also had an opportunity to talk to students and their families. NFAS has expanded its interest to include art and music.

At this point in time, it is anticipated that only 3 or 4 students will be proficient enough in English to attend DCC in the fall. Twenty-five students will visit the College this spring to give them the opportunity to visit classes and stay in the residence hall.

Dr. Edington pointed out that having international students will not only help enrollment; it will also expand the experience of our students by being in a global environment.

- D. The College plans to submit a One-Stop application, which is due by March 7, 2017. We have asked if we can submit it under the auspices of the DCC Association to provide more flexibility in dealing with potential fluctuations in funding. The grant is for up to \$600,000 for the Adult and Dislocated Worker Program.
- E. President Edington informed Board members that she will be giving the opening remarks at the *International Women's Day* event that will be held in Falcon Hall on March 8th. Kathleen Durham, Executive Director of the Eleanor Roosevelt Center at Val Kill, will be the keynote speaker, and Bettina "Poet Gold" Wilkerson will also speak. There will be vendors, and several student groups will provide entertainment. She invited Board members to attend.

- F. Dr. Edington announced that the Hudson Valley Economic Development Committee will be hosting its annual *Eds and Meds* event at Marist College on March 14th. The purpose of this activity is to showcase the important roles of higher education and health care in Dutchess County. As a member of the Academicians panel, she will talk about the challenges related to providing highly qualified candidates for healthcare jobs and keeping up with technological changes in healthcare while facing budget constraints.
- G. President Edington gave an update on the Family Partnership Center. Currently, there are 258 students taking ESL (95 students) and HSE (163 students) courses at the Center. Our Admissions Office meets with students on Monday evenings and Thursday mornings, and our Financial Aid Office provides information regarding applying for financial aid.

Security Guard training was conducted for agencies located at the Center. This course will be offered to the community in April. Additional courses that will be offered include: Spanish for the Workplace, Pharmacy Technician Program, and Song Lyrics.

- H. Dr. Edington reported that the recent trip to California for the Achieving the Dream conference was time well spent. A lot of information was shared that will help us to improve student outcomes and increase student success.
- I. President Edington informed Board members that the DCC Foundation Board of Directors will be holding a retreat later this week to discuss the Foundation's new Strategic Plan.
- J. Dr. Edington reminded Board members that the DCC Foundation Gala, which is a major fundraiser for the Foundation will be held on March 25th. Trustee Brown encouraged Board members to attend the Gala, as well as to contribute to a full-page ad from the Board of Trustees. She said that, in addition to dinner and dancing, there will be an auction again this year.
- K. President Edington announced that an RFP for dining services has been issued by the DCC Association. Six companies have expressed an interest in bidding for the contract. The deadline to formally announce the submission of a proposal is March 6.

XI. Items for Future Agendas

Chairman LeGrand requested that 20 to 25 minutes at the March or April Workshop meeting be devoted to a roundtable discussion on enrollment.

Trustee Keller-Coffey did not have any items for a future agenda; however, on behalf of the members of the Board, he congratulated Dr. Sherre Wesley on receiving a Black Achievers Award.

XII. Date of Next Meeting

The next meeting of the Board of Trustees will be held on March 28, 2017 at 7:00 p.m.

XIII. Adjournment

There being no further business to discuss, a motion was made by Mr. Dupree, seconded by Mr. Kuffner, 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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