

DUTCHESS COMMUNITY COLLEGE
Minutes
Board of Trustees Meeting
January 31, 2017

Trustees Present: Mr. Thomas E. LeGrand, Chairperson; Mr. Michael Francis Dupree, Ms. Barbara Hugo, 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 Mr. Richard Keller-Coffey

- I. The meeting was called to order at 7:45 p.m. by Chairperson LeGrand.
- II. Roll Call by Ms. Beasimer, quorum present.
- III. Approval of Agenda: Upon motion made by Ms. Hugo, 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 agenda item related to the title changes from Field Laboratory Supervisor to Instructor. She also spoke about non-agenda items related to the President's Breakfast, the efforts made by the College's NTEs to help with recruitment and retention, the Achieving the Dream Initiative, and how faculty and staff strive to provide a safe environment for our students.
 - B. Professor Mark Condon, Vice President of Faculty for DUE, addressed the Board regarding non-agenda items. He spoke about Achieving the Dream and the professional opportunities that have been afforded to faculty.
- V. Consideration of Minutes of Meeting held on December 13, 2016: Upon motion made by Mr. Kuffner, seconded by Mr. Lahey, voted on and duly carried, the minutes were approved as distributed.
- VI. Educational Presentation

Matthew Lahey, President of the Student Government Association (SGA); Matthew Stewart, SGA Director of Academics; and Taylor Hickey, President of the Dinner Theatre Rejects Club, gave a presentation on the SGA activities that took place during the fall semester. In addition to various small, on-campus events, there were several major undertakings:

 - Leadership Weekend – This event helped to build teamwork as well as leadership skills.

- Red Cross Event – The SGA worked with the Red Cross to install fire/carbon monoxide detectors in the City of Poughkeepsie.
- Etiquette Dinner – Participating students had the opportunity to learn proper etiquette and behavior in a formal dining setting and improve their social/speaking skills.
- Organ Donation Table – Over 100 people signed up to be organ donors.
- Line Dance for a Cause – Over \$500 was raised for Sparrow’s Nest, which is a not-for-profit agency that provides meals for families that have loved ones with cancer. Also, over the holidays, SGA members helped this agency bake cookies for families who had loved ones going into Hospice care.
- Hudson River Housing Clean-up – Students participated in cleaning up a homeless shelter.

Goals for the 2017 spring semester:

- Spring Fest
- Outdoor Movie Night
- Encourage club collaboration
- Student/staff basketball or volleyball game
- Solar-powered lights for basketball court
- Add a club tab to Blackboard so students can access club minutes and learn more about clubs and activities that will be taking place

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. Academic and Student Affairs

1. Approval to Enter into Agreement with Ameson Education and Cultural Exchange Foundation

RESOLUTION NO. 2017-30

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

WHEREAS, one of the College’s strategic goals is to enhance access for an increasingly diverse student body, and

WHEREAS, the College has an opportunity to enter into a partnership with the Ameson Education and Cultural Exchange Foundation to recruit students from China, and

WHEREAS, Ameson will serve as a liaison between schools in China and Dutchess Community College, manage the process of ensuring students are appropriately credentialed, administer English proficiency tests, and handle

visa applications for students, and
 WHEREAS, those students who qualify to attend, and are accepted by,
 Dutchess Community College shall pay full out-of-state tuition and room and
 board in the residence hall, and
 WHEREAS, for the above stated services, Dutchess Community College will
 pay a commission of 10% of each student’s tuition for two semesters, now,
 therefore, be it
 RESOLVED, that approval is hereby granted to enter into a recruitment
 agreement with Ameson Education and Cultural Exchange Foundation.

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Seconded by Mr. Dupree Resolution adopted unanimously

B. Finance and Facilities

1. Approval of Loop Bus Contract

RESOLUTION NO. 2017-31

Mr. Kuffner offered the following resolution and moved its adoption:
 WHEREAS, Dutchess Community College has contracted with the County of
 Dutchess to provide Loop Bus Service, and
 WHEREAS, the County provides a fixed route that benefits the College’s
 students, faculty and staff, and
 WHEREAS, for said service, the College shall pay the sum of \$112,500,
 payable in three installments of \$37,500 each, and
 WHEREAS, currently \$80,000 is paid through general student activities
 funds, \$20,000 is paid through residence hall activity fees, and the College
 pays the remaining \$12,500, and
 WHEREAS, the student activity funds will continue to contribute \$80,000
 and the College will now pay \$32,500, which, under the College’s purchasing
 guidelines, requires Board approval, now, therefore, be it
 RESOLVED, that the contract and funding for the Loop Bus Service with
 Dutchess County is hereby authorized and approved.

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Seconded by Dr. Wesley Resolution adopted unanimously

2. Approval of Capital Projects

RESOLUTION NO. 2017-32

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 (\$313,100) would be
 bonded in accordance with SUNY funding policy and procedures for capital
 projects, now, therefore, be it
 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. Dupree Resolution adopted unanimously

3. Approval to Dispose of Surplus Equipment

RESOLUTION NO. 2017-33

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 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

C. Personnel and Community Relations

1. Professional Staff Appointments

RESOLUTION NO. 2017-34

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

Stephen Casa, Coordinator of Secondary School Partnerships & Initiatives, for the period January 9, 2017 through August 31, 2017, at an annual salary of \$56,870, prorated for the period of time worked.

Kelly Fox, Assistant Registrar, for the period January 17, 2017 through August 31, 2017, at an annual salary of \$63,250, prorated for the period of time worked.

TENURE-TRACK FACULTY

Lacie Reilly, Instructor of Human Services, Department of Behavioral Sciences, effective January 9, 2017, at an annual salary of \$60,609, prorated for the period of time worked.

Jennifer Santosuosso, Instructor of Early Childhood and Elementary Education, Department of Behavioral Sciences, effective January 9, 2017, at an annual salary of \$57,788, prorated for the period of time worked.

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Seconded by Mr. Kuffner

Resolution adopted unanimously

2. Approval of Title Changes

RESOLUTION NO. 2017-35

Ms. Hugo offered the following resolution and moved its adoption: WHEREAS, the College and Dutchess United Educators have signed a Memorandum of Agreement to move the title of Field Laboratory Supervisor from a non-teaching educator position to a faculty position, and WHEREAS, three current employees are affected by this change, now, therefore, be it RESOLVED, that the following title changes are hereby approved, effective with the beginning of the Spring 2017 semester:

Mary Buglion, from Field Laboratory Supervisor to Instructor, Department of Behavioral Sciences, at an annual salary of \$63,431, prorated for the period of time worked.

Paula Lockshon, Field Laboratory Supervisor to Instructor, Department of Behavioral Sciences, at an annual salary of \$54,965, prorated for the period of time worked.

Michele Murasso, from Field Laboratory Supervisor to Instructor, Department of Behavioral Sciences, at an annual salary of \$64,842, prorated for the period of time worked.

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Seconded by Dr. Wesley

Resolution adopted unanimously

3. Approval of Salary Adjustment

RESOLUTION NO. 2017-36

Ms. Hugo offered the following resolution and moved its adoption: WHEREAS, salaries for management/confidential personnel for the 2016-2017 fiscal year were approved by the Board of Trustees on December 13, 2016, and WHEREAS, at that time, the salary approved for Michael Soltish, Director of Applications Development, did not include a merit increase, and

WHEREAS, it has been determined that, based upon his date of hire into the position of Director of Applications Development, he is eligible for a merit increase, now, therefore, be it
RESOLVED, that, based upon the recommendation of the President of the College, Mr. Michael Soltish’s salary for fiscal year 2016-2017 shall be \$92,850.

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Seconded by Dr. Wesley Resolution adopted unanimously

4. Approval of Professional Staff Title

RESOLUTION NO. 2017-37

Ms. Hugo offered the following resolution and moved its adoption:
WHEREAS, the State University of New York has requested that the listing of professional titles at Dutchess Community College be periodically reviewed and updated, and
WHEREAS, based upon such review, it has been determined that the title of Director of Student Life 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, approval is hereby given to create the title of Director of Student Life in the professional service.

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Seconded by Mr. Kuffner Resolution adopted unanimously

5. Approval of Retirement

RESOLUTION NO. 2017-38

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, Carmen McGill, Admissions Counselor, is eligible for the Special Retirement Incentive Program, now, therefore, be it
RESOLVED, that, based upon the recommendation of the President of the College, the retirement request of Carmen McGill shall be granted, effective June 2, 2017, and be it
FURTHER RESOLVED, that approval is granted to pay the appropriate benefits earned, and be it
FURTHER RESOLVED, that the Board of Trustees extends its sincere appreciation to Ms. McGill 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 Mr. Massie Resolution adopted unanimously

D. Board Policy Ad Hoc Committee

- 1. Approval to Rescind Resolution #89, Dated 25, 1978, Regarding Three-year Term Appointments

RESOLUTION NO. 2017-39

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 #89, dated April 25, 1978, regarding three-year term appointments, is outdated based upon the College’s 2016-2020 contract with Dutchess United Educators, now, therefore, be it
 RESOLVED, that based upon the recommendations of the ad hoc Policy Review Committee, Resolution #89, dated April 25, 1978, is hereby rescinded.

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Seconded by Mr. Dupree

Resolution adopted unanimously

- 2. Approval to Rescind Resolution #21, Dated October 23, 1984, Regarding Extra Service for Faculty

RESOLUTION NO. 2017-40

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 #21, dated October 23, 1984, regarding extra service for faculty, is outdated based upon the College’s 2016-2020 contract with Dutchess United Educators, now, therefore, be it
 RESOLVED, that based upon the recommendations of the ad hoc Policy Review Committee, Resolution #21, dated October 23, 1984, is hereby rescinded.

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Seconded by Dr. Wesley

Resolution adopted unanimously

VIII. Report of the Student Trustee

The educational presentation by Student Trustee Lahey served as this month’s report.

IX. Report of the Chairperson

- A. On behalf of the members of the Board of Trustees, Chairman LeGrand presented flowers to President Edington as a thank you for a successful President’s Breakfast and for the outstanding job she does on a daily basis.

- B. Mr. LeGrand thanked the SGA representatives for having dinner with the Board. He said Board members look forward to the opportunity to meet with our student leaders. It was agreed that, in addition to the traditional student dinner held in January, a second dinner with SGA representatives should be held during the fall semester.

X. Report of the President

- A. President Edington talked to the Board about the climate on campus since the presidential election. The Professional Staff Organization (PSO) has been having discussions about what this means for the college community. As President, she plans to use what has occurred as a teachable moment to educate our students, provide forums for students to express themselves, and encourage civility on campus.
- B. Dr. Edington gave an update on the Governor's budget. There is no new funding being proposed for community colleges. There is a meeting of the community college presidents next week, so we hope to get more information about what the legislature will do at that time. Our budget included an increase in the amount we would receive per FTE.

The particulars of the Excelsior Scholarship proposal have not yet been identified; so, we are not sure how we would handle it.

The good news is that funding for our Aviation Program has been included in the capital plan.

President Edington talked about the DREAM Act, which would allow undocumented students to be eligible for TAP. The College currently has 227 legal permanent resident students, 50 students here on a VISA, and 51 students who are not citizens and are not here as legal permanent residents or on a VISA.

- C. Dr. Edington reported that a sub-committee of the Regional Economic Development Advisory Committee has been created to focus on education and workforce development. The sub-committee plans to convene an education summit at DCC to discuss a collaborative effort to increase educational efforts in K-16 and will invite all school superintendents in Dutchess and Putnam Counties, as well as BOCES, to participate.
- D. The University of Albany continues to encroach on the College's concurrent enrollment program. SUNY is now involved and, hopefully, this will help to resolve the situation. A meeting with Webutuck School District to discuss our program had been scheduled but was cancelled due to inclement weather. It has been rescheduled for Friday.
- E. President Edington reported that both the Dutchess Community College Foundation and the Dutchess Community College Association audits have been completed successfully.

- F. Dr. Edington informed Board members that Peter Maher, owner of Subaru, and Evelyn Constantino, from Royal Carting, are interested in resurrecting the Business Person of the Year event. Trustee Dupree offered to serve on the committee.
- G. President Edington told Board members that faculty and staff are becoming more involved in the hiring process. Candidates now submit their materials electronically, so they can easily be shared with select audiences. The College is committed to diversity in our hiring practices. It is anticipated that final interviews will take place in March.

XI. Items for Future Agendas

There were no items for future agendas; however, Trustee Dupree brought up the subject of consolidated funding applications in relation to the Governor's budget. A discussion was held as to the practicality of seeking these funds if there is an opportunity to partner with other agencies.

XII. Date of Next Meeting

The next meeting of the Board of Trustees will be held on February 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 8:55 p.m.

Respectfully submitted,

Linda M. Beasimer
Executive Assistant

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