

DUTCHESS COMMUNITY COLLEGE
Minutes
Board of Trustees Meeting
July 9, 2019

Trustees Present: Mr. Daniel P. Kuffner, Chair; Ms. Sheila Appel, Ms. Betsy Brown, Mr. Michael Francis Dupree, Ms. Angela Flesland, Ms. Barbara Hugo, Mr. Timmian Massie, Mr. A. Gregg Pulver, and Ms. Melissa Ansari, Student Trustee
Dr. Pamela R. Edington, President

Absent: Ms. Lisa Gharthey

- I. The meeting was called to order at 7:30 p.m. by Chairperson Kuffner.
- II. Roll Call by Ms. Beasimer, quorum present.
- III. Approval of Agenda: Upon motion made by Ms. Brown, seconded by Mr. Massie, voted on and duly carried, the agenda was approved as distributed.
- IV. Swearing-in of Student Trustee Melissa Ansari

Chairman Kuffner administered the Oath of Office to Ms. Melissa Ansari, Student Trustee.
- V. Public Comment
 - A. Dr. Mark Condon, President of Dutchess United Educators (DUE), addressed the Board regarding non-agenda items related to the resignation of a faculty member and the recent retrenchment.
 - B. Associate Professor Michael Hall addressed the Board regarding a non-agenda item related to upcoming contract negotiations with DUE. He announced DUE's negotiating team members.
 - C. Professor Leah Akins addressed the Board regarding non-agenda items. She spoke about her concerns related to the lack of direct access to Board members by college constituents and the decision-making process.
- VI. Consideration of Minutes of Meeting held on May 28, 2019: Upon motion made by Mr. Massie, seconded by Mr. Pulver, voted on and duly carried, the minutes were approved as distributed.
- VII. COMMITTEE REPORTS

Chairperson Kuffner 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 Five-year Capital Plan for 2020-2024

RESOLUTION NO. 2019-50

Mr. Massie offered the following resolution and moved its adoption:
WHEREAS, the County of Dutchess and the State University of New York require the submission of a project list and estimated costs of capital construction and improvement projects for a five-year period, and WHEREAS, the educational, administrative and support needs for rehabilitation, preservation and improvement of facilities have been reviewed and related to the specific projects and priorities as indicated on the attached list, now, therefore, be it
RESOLVED, that the campus facilities projects listed on the attached document, which shall be made part of the official minutes of this meeting, are hereby approved as Dutchess Community College’s Five-year Capital Projects Plan for the period 2020-2024.

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Seconded by Ms. Appel

Resolution adopted unanimously

B. Personnel and Community Relations

1. Approval of Unpaid Leave of Absence

RESOLUTION NO. 2019-51

Ms. Brown offered the following resolution and moved its adoption:
BE IT RESOLVED, that, based upon the recommendation of the President of the College, and in compliance with Section 5.14 of the 2016-2020 collective bargaining agreement with Dutchess United Educators, the following unpaid leave of absence is hereby approved:

Gail Upchurch-Mills, Associate Professor, Department of English and Humanities, for the 2019-2020 academic year.

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Seconded by Ms. Appel

Resolution adopted unanimously

2. Approval of Retirement

RESOLUTION NO. 2019-52

Ms. Brown offered the following resolution and moved its adoption:
BE IT RESOLVED, that, based upon the recommendation of the President of the College, the retirement of Klaus Gessler, Associate Dean of Administration for Information Technology, is hereby granted, effective June 21, 2019, 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 Mr. Gessler for his valuable contributions to the College’s educational program during his tenure and wishes him the very best in his retirement and future endeavors.

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Seconded by Mr. Massie

Resolution adopted unanimously

3. Approval of Early Retirement/Granting of Emeritus Status

RESOLUTION NO. 2019-53

Ms. Brown offered the following resolution and moved its adoption:
 WHEREAS, Dr. Holly Molella, Dean of Academic Affairs, has requested early retirement, and
 WHEREAS, Dr. Molella meets the eligibility requirements for early retirement for management/confidential employees as approved by the Board of Trustees, and
 WHEREAS, funds to pay for the benefits earned are available in the personnel budget, now, therefore, be it
 RESOLVED, that, based upon the recommendation of the President of the College, the early retirement of Dr. Holly Molella is hereby approved to be effective December 20, 2019, and, be it
 FURTHER RESOLVED, that approval is granted to pay the appropriate benefits earned, and be it
 FURTHER RESOLVED, that Dr. Molella be granted emeritus status upon her retirement, and be it
 FURTHER RESOLVED, that the Board of Trustees extends its sincere appreciation to Dr. Molella 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 as a whole

Resolution adopted unanimously

4. Approval of Professional Titles

RESOLUTION NO. 2019-54

Ms. Brown offered the following resolution and moved its adoption:
 WHEREAS, a review of the administrative organizational structure of the College was conducted, and
 WHEREAS, based upon this review, it was determined that certain areas needed to be restructured and new titles created to reflect the distribution of responsibilities, 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 following titles in the professional service:

- HSE Coordinator
- ESL Coordinator
- Coordinator of Workforce Education
- Graduation and Completion Coordinator

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Seconded by Ms. Appel

Resolution adopted unanimously

5. Approval of Professional Staff Appointments

RESOLUTION NO. 2019-55

Ms. Brown 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:

Kimberly Bacon, ESL Coordinator, for the period July 15, 2019 through August 31, 2019, at an annual salary of \$54,116, prorated for the period of time worked

Kelly Fox, Associate Registrar, for the period July 15, 2019 through August 31, 2019, at an annual salary of \$70,611, prorated for the period of time worked

Kristy Schmauch, Graduation and Completion Coordinator, for the period July 15, 2019 through August 31, 2019, at an annual salary of \$44,511, prorated for the period of time worked

Michael Soltish, Acting Associate Dean of Administration for Information Technology, for the period June 24, 2019 through December 24, 2019, at an annual salary of \$108,846

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Seconded by Mr. Dupree

Resolution adopted unanimously

VIII. Report of the Student Trustee

As a new member of the Board, Ms. Ansari did not have a formal report; however, she said she is honored to have the opportunity to serve as the Student Trustee.

IX. Report of the Chairperson

A. Chairman Kuffner said he appreciated the opportunity to hold the Board meeting at the Family Partnership Center so Board members could see the facility.

B. Mr. Kuffner thanked and commended President Edington and her team for their work to prepare the budget presentation that was given to the Legislative leadership. The next step is to present to the Budget, Finance, and Personnel Committee, and then to the full Legislature.

C. A special Board meeting has been tentatively set up for Tuesday, July 16, at 6:00 p.m. in the Board Room of Bowne Hall to review the bids for the Airport Project. That will be the only item on the agenda for the meeting.

D. Resolution of Appreciation

RESOLUTION NO. 2019-56

Mr. Dupree offered the following resolution and moved its adoption:
 WHEREAS, Ms. Linda Beasimer has been employed by Dutchess Community College for 25 years, in 2019; and
 WHEREAS, Ms. Beasimer has provided successive Boards of Trustees and Administrations with sage counsel and efficiently delivered service as Secretary to the Board and to the College’s President; and
 WHEREAS, Ms. Beasimer has participated in various committee work, including the ad hoc Policy Update Committee and has painstakingly led that committee to revise and modernize a series of policies that were outdated and, in many cases, no longer relevant; and
 WHEREAS, Ms. Beasimer has provided Boards and Presidents with an institutional memory that both have relied upon in deliberations to ensure the College continues on its mission successfully; and
 WHEREAS, the Board of Trustees wishes to acknowledge Ms. Beasimer’s important contributions to the daily and annual operations of Dutchess Community College and recognize her service; now, therefore, be it
 RESOLVED, that the Board of Trustees commends Ms. Linda Beasimer for her 25 years of service to the College and acknowledges the incredible importance of her contributions.

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Seconded as a whole

Resolution adopted unanimously

X. Report of the President

- A. President Edington gave a brief report on enrollment. Summer enrollment is down 40 students and 36 credits. Fall full-time enrollment is down 30 students compared to last year at the same time; however, part-time credits are up by 600. We are at approximately 75% of our goal for the fall semester.

The Admissions Office sent congratulation emails to all 2019 high school graduates in our database. It included a link to an enrollment intent survey for students not currently registered for classes at the College. 84% of the 69 students who responded indicated they are still planning to register for classes with us. Staff is reaching out to these students to assist them with the registration process.

- B. Dr. Edington announced that the College is piloting an amnesty program for people who had previously been enrolled at DCC, had less than a \$500 balance remaining on their accounts, and were in good academic standing. Since the College has already written off that debt, we offered to forgive what they owed to us if they enroll in classes. Thirty-five letters were sent out as part of this pilot program.
- C. As a result of new state legislation, undocumented individuals will be eligible to receive New York state aid to attend college. The application for aid is now available, and our Admissions Office and Communications and Public

Relations Office are publicizing this opportunity. We will track the impact on current students and new enrollments.

- D. President Edington informed Board members that, based upon feedback from Board members and Board Liaison Committee members, the budget presentation for the full Legislature has been modified. The presentation will help Legislators better understand our needs.
- E. The College has prepared a document to submit to SUNY for the PRODiG initiative. This initiative is to increase the number of women and under-represented minorities in STEM programs. It is anticipated that SUNY will compensate us for one of our new hires. 100% of her salary will be paid for the first year, 50% in the second year, and 30% in the third year. In order to receive this funding, we had to provide data about our hiring over the past five years and information about our diversity plan.
- F. Dr. Edington reported that we are aggressively pursuing federal and private grant funding. We are currently working on a Title III grant that will help to strengthen our pathways for students through education to careers, as well as expand the Teaching/Learning Center.
- G. President Edington informed Board members that we are also exploring an opportunity with the Kresge Foundation that is available only to Achieving the Dream institutions. The grants being awarded are to support partnerships between community colleges and non-profit human service organizations. We are in discussions with the Family Partnership Center (FPC) regarding preparing a phase one proposal that would enhance our work at FPC.
- H. Dr. Edington gave an update on the search for a Vice President of Administration. The recent search failed, but we will keep the position open until it is filled.
- I. The area college Presidents are continuing discussions about how to leverage our assets to help support the local area. A joint letter is being prepared that will describe our current individual institutional commitments in the City of Poughkeepsie and possible future endeavors.
- J. Trustee Massie organized a meeting with Mass Design, a local firm that is working on a proposal for the previous YMCA property. The discussions that are taking place are very preliminary; however, it is hoped that DCC can be part of the ultimate range of services that will be offered at that site.
- K. President Edington informed Board members that New York State Assembly Speaker Carl Heastie and State Assembly member Jonathan Jacobson are scheduled to visit the Family Partnership Center on Thursday. The purpose of the visit is to learn more about the FPC and the services offered there. Their tour will begin at the DCC Center.

- L. Dr. Edington announced that the mural as you exit the FPC was created by DCC students. It includes a square for each of the agencies in the building.

XI. Items for Future Agendas

There were none; however, Chairman Kuffner reminded everyone that a special Board meeting has tentatively been scheduled for July 16 at 6:00 p.m.

XII. Date of Next Meeting

The next regularly scheduled meeting of the Board of Trustees will be held on August 13, 2019 at 7:00 p.m. on the main campus.

XIII. Adjournment

There being no further business to discuss, a motion was made by Mr. Dupree, seconded by Ms. Brown, voted on, and duly carried, to adjourn the meeting. The meeting adjourned at 8:10 p.m.

Respectfully submitted,

Linda M. Beasimer
Executive Assistant

lmb

DUTCHESS COUNTY/
DUTCHESS COMMUNITY COLLEGE
CAPITAL BUDGET REQUEST
2020-2024

	Total Project	State Share	Sponsor Share Funding Sources		
			Capital Chargeback	Sponsor Bonded	Other
2020					
1 FF&E DCC South	900,000	450,000	322,000		128,000
2 Hudson Hall Walkway (Additional Funding)	100,000	50,000	50,000		
3 Campus IT Infrastructure Upgrades - Phase 1	650,000	325,000		325,000	
4 Campus Site Repairs and Upgrades - Phase 1	473,000	236,500		236,500	
5 Hudson Hall Feasibility Study	250,000	125,000		125,000	
6 Purchase Creek Road Property	300,000	150,000			150,000
Total for 2020	\$ 2,673,000	\$ 1,336,500	\$ 372,000	\$ 686,500	\$ 278,000
2021					
1 FF&E and Technology Replacements and Upgrades	200,000	100,000	100,000		
2 Sports Field Improvements	TBD				
3 Campus IT Infrastructure Upgrades - Phase 2	TBD				
4 Campus Site Repairs and Upgrades - Phase 2	TBD				
5 Hudson Hall Upgrades and Renovations	TBD				
Total for 2021	\$ 200,000	\$ 100,000	\$ 100,000	\$ -	\$ -
2022					
1 FF&E and Technology Replacements and Upgrades	200,000	100,000	100,000		
2 Campus Infrastructure Phase 3 - Construction	780,800	390,400		390,400	
3 Washington Hall Improvements and Repairs	TBD				
4 Dutchess Hall Renovations	TBD				
5 Falcon Hall Upgrades and Renovations	TBD				
Total for 2022	\$ 980,800	\$ 490,400	\$ 100,000	\$ 390,400	\$ -
2023					
1 FF&E and Technology Replacements and Upgrades	200,000	100,000	100,000		
2 Taconic Hall Renovations	TBD				
Total for 2023	\$ 200,000	\$ 100,000	\$ 100,000	\$ -	\$ -
2024					
1 FF&E and Technology Replacements and Upgrades	200,000	100,000	100,000		
2 Planning, Design, Improvements and Renovations - Misc.	TBD				
Total for 2023-2024	\$ 200,000	\$ 100,000	\$ 100,000	\$ -	\$ -
GRAND TOTAL	\$ 4,253,800	\$ 2,126,900	\$ 772,000	\$ 1,076,900	\$ 278,000

TBD: These projects will be finalized upon completion of the Comprehensive Academic and Facilities Master Plan.