

DUTCHESS COMMUNITY COLLEGE

Minutes

Board of Trustees Meeting

November 27, 2018

Trustees Present: Mr. Daniel P. Kuffner, Chair; Ms. Betsy Brown, Mr. Michael Francis Dupree, Ms. Angela Flesland, Ms. Lisa Ghartey, Mr. A. Gregg Pulver, and Mr. Erich Behrendt, Student Trustee
Dr. Pamela R. Edington, President

Absent: Ms. Sheila Appel, Ms. Barbara Hugo, and Mr. Timmian Massie

Also Present: Ms. Deidre Houston, Dutchess County Legislature Liaison

- I. The meeting was called to order at 7:00 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. Pulver, voted on and duly carried, the agenda was approved as distributed.
- IV. Public Comment
 - A. Dr. Mark Condon, President of Dutchess United Educators (DUE) addressed the Board regarding two agenda items: 1) Special Retirement Incentive – He will bring the proposed plan to the DUE membership, and 2) Policy on Consensual/Amorous Relationships in the Workplace – This is a mandatory subject of negotiation. He also gave a brief update on DUE activities.
 - B. Professor Johanna Halsey addressed the Board regarding non-agenda items. She talked about how the Innovative Educators Program and the Improvement of Instruction Grants have helped the Mathematics and Computer Sciences Department. She also spoke about Open Educational Resources (OER).
- V. Consideration of Minutes of Meeting held on October 23, 2018: Upon motion made by Ms. Brown, seconded by Ms. Flesland, voted on and duly carried, the minutes were approved as distributed.
- VI. Educational Presentation

The educational program, which was on the DCC Cares Program and The Pantry, was presented by Marcia Butland, Director of Student Advocacy and Accountability; Tomasine Oliphant, Student Resource Navigator; and Dinor Dhanabala, Assistant Professor in the Department of Allied Health and Biological Sciences.

Ms. Butland informed Board members that DCC Cares (Campus Assessment Response Evaluation and Support) is a proactive intervention initiative that enables the College to make financial awards to eligible students, as well as connect them to community resources that offer other kinds of support they may need to help them remain in College. DCC Cares was established through funding from the Heckscher Foundation for Children, the Gerstner Family Foundation, and the Dyson Foundation. Emergency funds for one-time, non-academic needs, such as medical costs, rent, and utilities, are available to eligible students through SUNY Emergency Funds (SEF). The Dyson Foundation provides needed funds related to tuition, books and childcare.

Ms. Oliphant said the program has a total of \$75,000/year to disperse. As of November 26, 2018, there was a total of 151 interventions, representing 103 students.

DCC Cares also works with various community agencies/companies to assist students in finding access to food, transportation and housing. One of the key “wraparound” service providers is *The Pantry*, which was started in 2017. It provides nutritious food and personal care items and is staffed by volunteers. The Pantry is located on campus and is supported by the College, campus organizations and community partners.

Dr. Dhanabala reported that, in the first year of The Pantry, 88 families were helped, representing 252 clients. 1,387 pounds of food and 1,840 non-food items were distributed. So far this semester, assistance has been given to 40 families, representing 119 clients.

The Pantry is open from noon to 4:00 p.m. on Mondays, Wednesdays and Thursdays during the academic year, and 4 hours/week during the summer.

A *DCC Food and Wellness Week* was held with various activities for the campus community, including such things as a cooking class, an apron decorating workshop, and blood pressure checks.

Ms. Butland talked about future plans, including adding Follett Book Dollars, funding from the DCC Foundation, and the CCAMPIS (Child Care Access Means Parents in School) Grant.

CCAMPIS is a federal grant to pay for children of PELL-eligible students who need childcare. The grant is for \$81,000/year for four years.

Ms. Butland distributed narratives from nine students who have been helped through the DCC Cares Program.

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. Academic and Student Affairs

1. Approval of A.A.S. Degree in Hospitality & Tourism

RESOLUTION NO. 2019-16

Mr. Dupree offered the following resolution and moved its adoption:
BE IT RESOLVED, that, based upon the recommendation of the Business Department, the Curriculum Committee, the Professional Staff Organization, and the President of the College, an A.A.S. Program in Hospitality and Tourism is hereby approved, and be it FURTHER RESOLVED, that the proposed program be forwarded to the State University of New York and the State Education Department for approval, and be it FURTHER RESOLVED, that this program shall be offered by Dutchess Community College after approval has been granted by the State University of New York and the State Education Department.

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Seconded by Mr. Pulver

Resolution adopted unanimously

B. Finance and Facilities

1. Authorization for President to Enter into a Contract for Philanthropy Consultant Services

RESOLUTION NO. 2019-17

Mr. Dupree offered the following resolution and moved its adoption:
WHEREAS, the Dutchess Community College Foundation raises funds to enhance the College’s educational mission, and
WHEREAS, the President of the College will play an integral part in fundraising for the Foundation’s Major Gifts Program, and
WHEREAS, it has been determined that it will be beneficial to hire a philanthropy consultant to assist the President in methods of donor cultivation and solicitation, and
WHEREAS, money is available within the personnel budget, and
WHEREAS, Ms. Diane Shoger has the appropriate experience and background in fundraising and donor cultivation to meet the needs of the College, now, therefore, be it RESOLVED, that the Board of Trustees hereby authorizes the President of the College to enter into a contract with Diane Shoger to provide philanthropic services for the period December 1, 2018 through May 31, 2019 in an amount not to exceed \$30,000.

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Seconded by Ms. Brown

Resolution adopted unanimously

C. Personnel and Community Relations

1. Approval of Special Retirement Incentive

RESOLUTION NO. 2019-18

Ms. Brown offered the following resolution and moved its adoption:
WHEREAS, the Board of Trustees wishes to offer a voluntary, phased-in, retirement plan for eligible full-time faculty, and
WHEREAS, this retirement plan will permit eligible faculty members to acclimate to full retirement slowly using a phased transition, and
WHEREAS, this one-time retirement incentive will benefit both the College and those individuals who take advantage of this incentive, now, therefore, be it

RESOLVED, that eligibility for this retirement incentive shall be those full-time faculty members who are eligible for regular retirement and have served in a full-time capacity for at least ten years, and be it

FURTHER RESOLVED, that retiring faculty member would work a half-load for full pay in the last semester prior to their retirement and be responsible for a prorated number of office hours, and be it

FURTHER RESOLVED, that the retiree would keep the status of full-time faculty and maintain all applicable benefits of employment in the last semester prior to retirement, including health insurance, dental insurance, retirement contribution, life insurance, long-term disability, accruals, after which retiree benefits would apply, and be it

FURTHER RESOLVED, that retiree would not be able to serve as department chair, program chair, program coordinator or part-time faculty supervisor, and be it

FURTHER RESOLVED, that, no later than January 7, 2019, eligible employees must submit a letter of intent to retire as of January 2, 2020.

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Seconded by Mr. Pulver

Resolution adopted unanimously

2. Staff Recognition

RESOLUTION NO. 2019-19

Ms. Brown 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

D. Ad Hoc Policy Committee

1. Approval of Revision to Policy on Consensual/Amorous Relationships in the Workplace

RESOLUTION NO. 2019-20

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, by Resolution #2018-44, dated January 23, 2018, the Board of Trustees, approved a Policy on Consensual/Amorous Relationships in the Workplace, and

WHEREAS, based upon new SUNY requirements for consensual relationship policies, a review of the College's current policy was undertaken, and

WHEREAS, based upon this review, the ad hoc committee has determined that the Policy on Consensual/Amorous Relationships in the Workplace should be revised, now, therefore, be it

RESOLVED, that, based upon the recommendation of the ad hoc committee and review by the Board of Trustees, the revised Policy on Consensual/Amorous Relationships in the Workplace, 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 Ms. Brown

Resolution adopted unanimously

VIII. Report of the Student Trustee

- A. Student Trustee Behrendt reported that the Student Government Association (SGA) held a contest to pick the best idea for a philanthropic community event, which will be held during the spring semester. The entries included a "Pie-in-the-Face" event, a Talent Show with proceeds going to the Children's Home of Poughkeepsie, a Community Garden, a visit to Poughkeepsie High School to promote enrollment, and contributing to Hope on a Mission. The winning entry was the Talent Show.
- B. The Executive Board did a mid-term survey to rank the SGA's performance and get ideas for the future.
- C. DCC participated in a meeting of the SUNY Student Assembly that was held in Albany from November 16-18. DCC has one of the largest student governments of the SUNY community colleges. All of the campuses

represented now have food pantries. Mr. Behrendt announced that Jan Hernandez, a DCC student, was elected to serve as a community college representative on the Student Assembly.

- D. Two resolutions will be considered by the SGA:
 - 1. Increasing the student activity fee to combat budget cuts
 - 2. Banning plastic bags – An ad hoc committee will be formed.
- E. Dr. Wazir Jefferson, Chief Diversity Officer, met with students to talk about diversity. Two students, Luke Rhoades and Sara Murray, have been appointed to serve on the Diversity Council.
- F. Two new clubs have been formed: Caribbean Cultures and Dutchess Dance Varsity.
- G. A meeting with New York State Assemblywoman Didi Barrett has been scheduled.
- H. An international student luncheon is planned for December 7. Board members were invited to attend.
- I. 15 club budgets were frozen because minutes have not been submitted as required and there has been irregular attendance at SGA meetings.
- J. A “Falcon” fundraiser has been organized to raise money for the Student Technology Fund.

IX. Report of the Chairperson

A. Designation of Laureate Award Recipient

Chairman Kuffner gave a brief history of the Laureate Award. The award was created by the Board of Trustees in 1997 to coincide with the College’s 40th anniversary. As a recipient of the Laureate Award, Mr. LeGrand will receive an honorary associate’s degree at graduation. Other individuals who received the Laureate Award include Fran Ritz (1997), Martha Reifler Myers (1997), Judge Joseph Giudice (1997) and Cousin Brucie (2008).

RESOLUTION 2019-21

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

WHEREAS, by Resolution #1997-29, dated March 25, 1997, the Board of Trustees of Dutchess Community College established a Laureate Award to recognize individuals who have greatly contributed to the success of the College, and

WHEREAS, the Board of Trustees wishes to recognize Mr. Thomas E. LeGrand for his twenty-two years of distinguished service to the College and his leadership as Chair of the Board for nine years, as well as his dedication and commitment to the excellence of the College throughout his tenure as a

Trustee, now, therefore, be it
RESOLVED, that the Board of Trustees hereby bestows a Laureate Award
on Mr. Thomas E. LeGrand and authorizes granting Mr. LeGrand an
Honorary Associate Degree from Dutchess Community College.

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Seconded as a whole

Resolution adopted unanimously

- B. On November 13, Michael Cooper gave a lecture on *Eleanor Roosevelt: The Universal Declaration of Human Rights*. Mr. Kuffner commended Professors Andrew Rieser and Werner Steger for their involvement in bringing Mr. Cooper to the campus.
- C. On November 15, the Falcon Award was bestowed on Dr. Samuel Simon, owner of Hudson Valley Fresh Dairy LLC and retired physician. Chairman Kuffner said it was an excellent event, and he was pleased to have Dr. Simon recognized in this way.
- D. Mr. Kuffner also attended the DCC Foundation's Annual Craft Fair. He commended Diana Pollard and her staff for a successful event.
- E. Chairman Kuffner announced that graduation will be held on Thursday, May 16, 2019.

X. Report of the President

- A. President Edington shared with Board members a thank you note she received from Dr. Sam Simon about how honored and grateful he was for being selected to receive this year's Falcon Award.

At the event, one of our graduates, Dana Jones, spoke. Ms. Jones invented an app for cell phones that can be used to open handicapped doors, and she is seeking a patent for her invention. Dr. Edington informed Board members that a lawyer from the firm of Corbally, Gartland and Rappleyea was so impressed with Dana that she offered to supply legal assistance in applying for a patent.

- B. Dr. Edington reported that Omega Psi Phi fraternity recognized Yvonne Flowers, a DCC employee, and Linda Melton Mann, a DCC Foundation Board member, for their community service. Additionally, Carol Gordon, another DCC Foundation Board member, has been selected to receive a Hudson Valley Magazine Women in Business Award.
- C. President Edington informed Board members that she, Trustee Hugo, and Ms. Beasimer recently attended a Trustee Institute at Ulster County Community College. She provided copies of information that was distributed at the Institute.

- D. Dr. Edington provided an update on the Next 10:
1. A meeting was held with representatives of Vassar Medical Center and Westchester Regional Hospital to discuss their staffing and program needs, as well as well talk about how DCC can help them.
 2. A meeting was also held with the Poughkeepsie Alliance, which is a group of business and not-for-profit leaders who are interested in the future of the City of Poughkeepsie. The College's strengths and areas where there could be improvement were discussed, as well as what areas they would like to have the College involved in.
 3. An open forum was conducted on campus for faculty, staff, and administration to provide an opportunity to give input as to where they see the College in the next 10 years.
 4. Upcoming meetings:
 - December 5: Athletic coaches and the Exercise, Wellness, Fitness and Exercise Science faculty will have an opportunity to share their opinions.
 - December 6: The 3 main teams (LIT, PAR and CAT) will meet.
 - January 7: When faculty return for the spring semester, five hours will be devoted to our planning process. Board members are invited to attend.
 - At the January Board of Trustees meeting, the consultants will provide a report to the Board of Trustees to summarize the work that has been accomplished so far.
- E. President Edington reported that conversations have been taking place about a recovery high school. The concept is to provide a young person who has an issue with drugs and seeks treatment with a place where he/she can go back to school. Where to locate these schools and how to fund them is being discussed, as is the need to prepare them for post-secondary education. The College would like to be involved in shaping the curriculum to be considered.
- F. The Dyson Foundation has asked for a tour of the Family Partnership Center, which is scheduled for December 4. We will give a presentation on the work we are doing there and what we see for the future at this site. This is an opportunity for the College to get more support from the Dyson Foundation.
- G. Dr. Edington announced that Associate Professor Lowell Handler's documentary, *Terefu and Her Children*, won Best Documentary Short at the Paris Independent Film Festival.

- H. President Edington informed Board members that the College will be closed to the public from December 24 through January 2. She will be on vacation from December 18 through January 2. Provost Gambino will be available to handle any urgent matters.
- I. Dr. Edington showed Board members the new custom-made, stuffed Falcon mascot that is being sold in the Bookstore.

XI. Items for Future Agendas

The Memorandum of Understanding (MOU) between the College and the DCC Foundation will be discussed at a future meeting. Chairman Kuffner asked Ms. Beasimer to send a draft of the MOU to Board members for their review/input.

XII. Date of Next Meeting

The next meeting of the Board of Trustees will be held on January 15, 2019 at 7:00 p.m.

XIII. Adjournment

There being no further business to discuss, a motion was made by Mr. Dupree, seconded by Mr. Pulver, voted on, and duly carried, to adjourn the meeting. The meeting adjourned at 8:15 p.m.

Respectfully submitted,

Linda M. Beasimer
Executive Assistant

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