

DUTCHESS COMMUNITY COLLEGE
Minutes
Board of Trustees Meeting
April 24, 2018

Trustees Present: Mr. Thomas E. LeGrand, Chairperson; Ms. Sheila Appel, Mr. Dale L. Borchert, Mr. Michael Francis Dupree, Ms. Barbara Hugo, and Ms. Lilith Fichtmueller, Student Trustee
Dr. Pamela R. Edington, President

Absent: Ms. Betsy Brown, Mr. Daniel P. Kuffner, and Mr. Timmian Massie

Also Present: Ms. Hannah Black and Ms. Deidre Houston, Dutchess County
Legislature Liaisons

- I. The meeting was called to order at 7:30 p.m. by Chairperson LeGrand.
- II. Roll Call by Ms. Beasimer, quorum present.
- III. Approval of Agenda: Upon motion made by Mr. Borchert, seconded by Ms. Appel, voted on and duly carried, the agenda was approved as distributed.
- IV. Public Comment
 - A. Dr. Kathleen O'Connell, Associate Professor, addressed the Board regarding a non-agenda item. She gave a brief report on the DCC Food Pantry and thanked the Board for its support.
 - B. Dr. Mark Condon, President of Dutchess United Educators (DUE), gave a brief report on the recent activities of DUE. He invited Board members to attend the DUE Awards ceremony on May 2nd.
- V. Consideration of Minutes of Meeting held on February 27, 2018: Upon motion made by Mr. Dupree, seconded by Ms. Appel, voted on and duly carried, the minutes were approved as distributed.
- VI. Educational Presentation

Architect Scott Page conducted an analysis of potential extension center sites that may have the capability to help offset some of the enrollment decline that the College has experienced. His presentation included possible localities to replace the current DCC South campus, as well as areas where additional extension sites could be located.

He reviewed with the Board the "dimensions" of student enrollment, including population density and distance and program/content, and how they could be used to determine where extension sites would be most effective. Mr. Page said that population density and distance are the primary criteria for determining

where an extension site should be located. He gave data regarding seven potential sites: Amenia, East Fishkill, Fishkill, Millbrook, Pawling, Pine Plains, and Red Hook. His analysis showed that the largest potential increase in student headcount would occur if DCC South were re-located to Fishkill, with the second largest potential increase in East Fishkill. Millbrook is an area that could be considered for an additional extension site.

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. Academic and Student Affairs

1. Approval of Revised Academic Calendars for 2018-2021

RESOLUTION NO. 2018-52

Ms. Fichtmueller offered the following resolution and moved its adoption: WHEREAS, by Resolution #2016-47, dated July 12, 2016, the Board of Trustees approved a Four-year Academic Calendar for 2017-2021, and WHEREAS, the Professional Staff Organization, by resolution, recommended to the President of the College that a change be made to the academic withdrawal policy effective at the start of the Fall 2018 semester, and WHEREAS, this recommendation was subsequently approved by the President of the College, and WHEREAS, this change to the academic withdrawal policy necessitates revising the academic calendars for 2018-2021 as previously approved by the Board of Trustees, now, therefore, be it RESOLVED, that, based upon the recommendations of the President of the College, the attached revised Academic Calendars for academic years 2018-2021, which shall be made part of the official minutes of this meeting, are hereby approved.

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Seconded by Mr. Borchert

Resolution adopted unanimously

B. Finance and Facilities

1. Approval of Bid for Roof Replacements for Hudson and Taconic Halls

RESOLUTION NO. 2018-53

Mr. Dupree offered the following resolution and moved its adoption WHEREAS, the Roof Replacements Project Design and Construction of Phase 1 have been approved by the Board of Trustees of the State University of New York, the Board of Trustees of Dutchess Community College, and the Dutchess County Legislature, and WHEREAS, bids were duly advertised and requested for Roof Replacements, Phase 1, and

WHEREAS, bids were received as a result of the solicitation and were publicly opened and read aloud at 3:00 pm, on April 6, 2018, and WHEREAS, vendors provided bid prices as shown on the tabulation sheet attached to this resolution, and WHEREAS, the low bid received meets the required specifications, and WHEREAS, the funds are available in Capital Project C08186 Roof Replacements, Phase 1, now, therefore, be it RESOLVED, that the contract for the Roof Replacements Phase 1, Base Bid 3 Hudson and Taconic Halls Combined with Alternate, in accordance with the specifications, be awarded to Barrett, Inc. Danbury, CT, in the amount of \$1,574,625.

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Seconded by Ms. Hugo

Resolution adopted unanimously

2. Support for Revision to County Funding for the Roof Replacement Project

RESOLUTION NO. 2018-54

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

WHEREAS, by Board of Trustees Resolution #2017-32, the Board approved funding for the #C08186 Design of Roof Replacements and the #C08187 Electrical Upgrade Phase 3 Design capital projects, and WHEREAS, the County has determined that the appropriated amount approved by the County for the Design of Roof Replacements and Electrical Upgrade Design was not stated correctly in the bonding resolution because it did not include the State's share of the project, and WHEREAS, the County plans to repeal its original bond resolution (#2017047) and reissue a resolution for the total project cost, and WHEREAS, it is the intent of Dutchess Community College to use any unexpended funds dedicated to the design phase for the construction phase to ensure there is sufficient funds for the Roof Replacement Project, now, therefore, be it

RESOLVED, that the Board of Trustees supports the County's decision to repeal and replace Resolution #2017047 and to make the funds available for both design and construction of the Roof Replacement Project.

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Seconded by Mr. Borchert

Resolution adopted unanimously

C. Personnel and Community Relations

1. Professional Staff Appointments

RESOLUTION NO. 2018-55

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

Wazir Suni Jefferson, Chief Diversity Officer, for the period May 14, 2018 through August 31, 2018, at an annual salary of \$85,000, prorated for the period of time worked

Alan Mossoff, Associate Director for Financial Services, for the period March 12, 2018 through August 31, 2018, at an annual salary of \$71,557, prorated for the period of time worked.

TENURE-TRACK FACULTY

Linda Ciano, ESL Instructor, Department of English and Humanities, for the 2018-2019 academic year, at an annual salary of \$67,296

Nancy Perretta, Instructor of Exercise Science and Wellness, Department of Allied Health and Biological Sciences, for the 2018-2019 academic year, at an annual salary of \$57,046.

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Seconded by Ms. Fichtmueller Resolution adopted unanimously

2. Approval of Unpaid Leave of Absence

RESOLUTION NO. 2018-56

Ms. Hugo 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:

Michael Rambadt, Instructor, Department of English and Humanities, for the 2018-2019 academic year.

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Seconded by Mr. Borchert Resolution adopted unanimously

3. Approval of Promotion and Tenure

RESOLUTION NO. 2018-57

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 faculty members are granted tenure, effective September 1, 2018:

- Mary Buglion, Department of Behavioral Sciences
- Thomas Costello, Department of Performing, Visual Arts & Communications
- Pamela Duda, Department of Nursing
- Maryanne Johnson, Department of Mathematics & Computer Sciences
- Paula Lockshon, Department of Behavioral Sciences
- Weldon McWilliams, Department of History, Government & Economics

Sciences, has requested early retirement, and
 WHEREAS, Professor Kennen meets the eligibility requirements for early retirement as specified in Section 5.17 of the College’s 2016-2020 contract with Dutchess United Educators, now, therefore, be it
 RESOLVED, that, based upon the recommendation of the President of the College, the early retirement of Professor Kennen is hereby approved to be effective January 11, 2019, 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, Professor Kennen be granted emeritus status upon her retirement, and be it
 FURTHER RESOLVED, that the Board of Trustees extends its sincere appreciation to Professor Kennen 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. Dupree Resolution adopted unanimously

6. Approval of Sabbaticals

RESOLUTION NO. 2018-60

Ms. Hugo offered the following resolution and moved its adoption:
 BE IT RESOLVED, that, based upon the recommendation of the President of the College, and dependent upon resources in the 2018-2019, the following members of the faculty are granted a sabbatical leave for the time period and pay indicated:

Christopher Brellochs, Associate Professor, Department of Performing, Visual Arts and Communications, for 2018-2019 academic year, at half pay

Lucia Cherciu, Professor, Department of English and Humanities, for the Fall 2018 semester, at full pay

Ornella Mazzuca, Professor, Department of English and Humanities, for the Spring 2019 semester, at full pay

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Seconded by Mr. Borchert Resolution adopted unanimously

VIII. Report of the Student Trustee

A. Student Trustee Fichtmueller announced that Student Government Association (SGA) officers have been elected for next year. They are:

President/Student Trustee: Sade Salazar
 Vice President: Erich Behrendt
 Treasurer: Amaya Burgos

- B. Ms. Fichtmueller reported that the current and incoming members of the SGA executive board attended the SUNY Student Assembly spring conference in Syracuse.
- C. A “students vs. faculty” basketball game was held. Faculty won the game, and everyone had a good time.
- D. The Spring Fest was held earlier today and was well-attended with approximately 300 students enjoying various activities. Food was provided.
- E. The International Students Luncheon was very successful. Over half of our international student body attended. Students had the opportunity to discuss the types of struggles they face and what can be done to help alleviate them.
- F. A club competition was held to raise food for the Food Pantry. The Speech and Debate Coalition won. Over 1,000 cans and food items were donated.
- G. Ms. Fichtmueller thanked Trustee Dupree and Michael Fleischer for donating seats for 20 students to attend the DCC Foundation Gala.
- H. Student Trustee Fichtmueller told Board members that the last SGA meeting of the year is scheduled for next week. Those students who are graduating will miss DCC.
- I. The SGA is continuing to work on amending its constitution, and this process will continue in the fall.
- J. Ms. Fichtmueller informed Board members that the SGA is currently reviewing club budgets for the next academic year.
- K. Student Trustee Fichtmueller invited Board members to attend the Club Recognition Dinner, which will be held on May 4.
- L. Four students were awarded the Chancellor’s Award for Student Excellence. They are Elizabeth Bellissimo, Lily Fichtmueller, Stacie Woodard, and Xiang Feng Wu.
- M. Since this will probably be her last meeting as Student Trustee, Ms. Fichtmueller expressed her appreciation to the rest of the Board members for making her experience on the Board a rewarding one.

IX. Report of the Chairperson

- A. Chairman LeGrand commended Trustees Michael Dupree and Sheila Appel and Ms. Diana Pollard on a successful Gala. He showed the video that was played at the Gala. The video was produced by DCC alumni.

- B. Mr. LeGrand said the members of the Board had dinner with student leaders prior to the Board meeting. He commented on how much he enjoys this opportunity to talk to students.
- C. Chairman LeGrand briefly spoke about a recent article he read regarding an increase in the need for food pantries at colleges.
- D. Resolution of Condolences for Charles Conklin

RESOLUTION NO. 2018-61

Ms. Appel offered the following resolution and moved its adoption:
 WHEREAS, Mr. Charles E. Conklin was a philanthropist and a valued member of the Dutchess County community, and
 WHEREAS, Mr. Conklin was a strong supporter of, and made significant contributions to, Dutchess Community College and the Dutchess Community College Foundation, and
 WHEREAS, through the munificence of Mr. Conklin and his wife Mabel (“Betty”), who predeceased him, the Charles E. and Mabel E. Conklin Scholarship for Academic Excellence was created, and
 WHEREAS, through this scholarship, Dutchess County students who graduate in the top 10% of their high school class are provided with the opportunity to attend DCC tuition-free for two years, and
 WHEREAS, through Mr. and Mrs. Conklin’s generosity, 492 students have been granted this opportunity, and future generations will also benefit from their benevolence, and
 WHEREAS, the members of the Board of Trustees wish to recognize Mr. Conklin’s unwavering support of the College and the Dutchess Community College Foundation during his lifetime, now, therefore, be it
 RESOLVED, that the Board of Trustees hereby recognizes Mr. Conklin in memoriam for his dedication and commitment to Dutchess Community College and the DCC Foundation, and, be it
 FURTHER RESOLVED, that the Board of Trustees hereby extends its deepest sympathies and condolences to the members of Mr. Conklin’s family.

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Seconded by Mr. Borchert

Resolution adopted unanimously

- E. Resolution of Commendation for Recipients of the 2017-2018 Chancellor’s Award for Student Excellence

RESOLUTION #2018-62

Ms. Appel offered the following resolution and moved its adoption:
 WHEREAS, in recognition of their academic achievements and community involvement, Ms. Elizabeth Bellissimo, Ms. Lilith Fichtmueller, Ms. Stacie Woodard, and Mr. Xiang Feng Wu have been selected to receive the Chancellor’s Award for Student Excellence, and
 WHEREAS, the Board of Trustees wishes to recognize and commend Ms. Bellissimo, Ms. Fichtmueller, Ms. Woodard, and Mr. Wu for their outstanding accomplishments, and

WHEREAS, their achievements have also brought honor and distinction to Dutchess Community College, now, therefore, be it
 RESOLVED, that the Board of Trustees of Dutchess Community College extends its congratulations and commendation to Ms. Bellissimo, Ms. Fichtmueller, Ms. Woodard, and Mr. Wu, and be it
 FURTHER RESOLVED, that the Board of Trustees hereby adopts this resolution in recognition of their commitment to excellence and extends its best wishes to them for continued success.

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Seconded by Mr. Dupree

Resolution adopted unanimously

F. Resolution of Commendation for Students Named to the 2018 All-New York Academic Team for Phi-Theta Kappa International Honor Society

RESOLUTION NO. 2018-63

Ms. Appel offered the following resolution and moved its adoption:
 WHEREAS, in recognition of their scholarly achievements, Ms. Elizabeth Mahoney, Ms. Charity Weke, Ms. Lauren Aldrich, and Ms. Veronica Evanega have been selected to be on the 2018 All-New York Academic Team of the Phi Theta Kappa International Honor Society, and
 WHEREAS, the Board of Trustees wishes to recognize and commend Ms. Mahoney, Ms. Weke, Ms. Aldrich, and Ms. Evanega for their outstanding academic accomplishments, and
 WHEREAS, their achievements have also brought honor and distinction to Dutchess Community College, now, therefore, be it
 RESOLVED, that the Board of Trustees of Dutchess Community College extends its congratulations and commendation to Ms. Mahoney, Ms. Weke, Ms. Aldrich, and Ms. Evanega, and be it
 FURTHER RESOLVED, that the Board of Trustees hereby adopts this resolution in recognition of their commitment to academic excellence and extends its best wishes to them for continued success.

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Seconded by Mr. Borchert

Resolution adopted unanimously

X. Report of the President

A. President Edington informed the Board that the College has prepared a Request for Proposals (RFP) for a Comprehensive Academic and Facilities Master Plan. She asked Ms. Bridgette Anderson, Associate Vice President of Administration, to give an overview of the scope of the RFP.

The goal is to develop a comprehensive plan that will identify the variety of educational programs required to meet current and future community education and workforce needs. This plan will be the basis for the development of capital improvements to support the role, mission, and educational plans of the College. Both internal and external factors will be addressed and will be used in the development of a Facilities Master Plan. It is anticipated that this process will take approximately one year.

Dr. Edington said the development of this plan needs to be an inclusive and collaborative process and it is important that key stakeholders be involved. She proposed that a steering committee be appointed to include representatives from various constituencies, including, but not necessarily limited to, faculty, professional staff, administrators, a member of the Board of Trustees, and the County Planning Department. Board members agreed that a steering committee is advisable. Trustee Appel offered to serve on the steering committee.

- B. Dr. Edington spoke about the Innovative Education Initiative. Faculty who had re-assigned time as Innovative Educators have reported on their projects. A large number of students come to the College underprepared for success in college-level courses and have to enroll in developmental courses. A pilot program by the mathematics and English faculty that offers strong support has made it possible for students to take college-level courses while receiving the remedial assistance they need. Additionally, BHS and biology have begun offering open educational resources to students, which reduces the cost of purchasing books as well as ensures that every student has access to the course materials.
- C. The Achieving the Dream coaches visited the campus this week to help strengthen the work we are doing.
- D. Dutchess County legislators will visit the College tomorrow night to hear about what the College is doing and to have a tour of the campus. This event is being hosted in conjunction with DUE. The legislators will have an opportunity to see the materials testing lab, the Lab Nursery School, the Library, the Food Pantry, the chemistry lab and the Washington art gallery, where coffee and dessert will be served.
- E. Dr. Edington reminded Board members that, last month, the President of Vassar College hosted a meeting of local college presidents to discuss possible collaborative efforts. This month, Dr. Christian, President of SUNY New Paltz, hosted a dinner to continue the conversation.
- F. President Edington informed Board members that she has now hosted two power lunches with a combination of faculty, staff and Trustees. These are being held to foster better communications on campus.
- G. Dr. Edington asked Bridgette Anderson to give a brief update on the airport project. Ms. Anderson reported that she, along with several others, visited Mohawk Valley Community College to learn more about its aviation program.

She will continue to work with the County to determine a better cost estimate for the airport project now that it has been redesigned. The County needs to commit to supporting the operational costs in addition to the capital portion of the project and has verbally agreed to pay for maintenance costs; however, we need to have that in writing.

- H. President Edington asked Diana Pollard, Executive Director of the DCC Foundation, to report on the activities of the Foundation.
1. This year's Gala netted approximately \$54,000 and had 325 attendees. Ms. Pollard thanked Trustees Dupree and Appel for their efforts related to this important event.
 2. An alumni business event with students from Alpha Beta Gamma will be held at the SUNY Global Center in New York City on April 27. Students will have the opportunity to visit the offices of alumni as well as an employment agency. Keith Daly, former President and CEO of Foot Locker, will be the keynote speaker at the dinner. The alumni who produced the video for the Gala will be recording the day's events.
 3. Student scholarships will be awarded at the annual Honors Convocation, which is scheduled for May 16.

Board members received the Foundation's financial report for the period September 1, 2017 through January 31, 2018. Ms. Pollard reported that unrestricted giving is up 70% and restricted giving is up 117%. She informed Board members that she is currently working with 5 major gift prospects, which could result in gifts of up to \$150,000.

- I. Dr. Edington asked Dr. Ellen Gambino, Provost and Vice President of Academic Affairs and Student Services, to give an update on Academic Affairs.
1. Dr. Gambino reported that, when Ridley Lowell closed in early April, the College decided to provide information to displaced students. Two workshops (one on campus and one at the Family Partnership Center) were scheduled. Representatives from BOCES and the New York State Department of Education Bureau of Proprietary School Supervision (BPSS) participated in the workshops, which were designed to provide an opportunity for students to understand their next steps. BPSS spoke to them about options for filing for restitution of their tuition and student loans. DCC staff talked about our career services offerings as well as credit and non-credit programs they might be interested in. Approximately 50 students attended the two events and the College has been responding to numerous phone calls. Ridley Lowell in Poughkeepsie had programs in Electrical Technology, HVAC, Medical Billing and Coding, Medical Assisting and Cosmetology. The College had an opportunity to purchase some of the excess equipment related to these programs at a very low cost.
 2. Dr. Gambino briefly spoke about the SUNY Ad Astra grant. She provided the following information for the spring semester:
 - There were 6.2% fewer courses and sections.

- 26 courses were reduced from the schedule, resulting in 29 fewer sections.
 - 15 of those were multi-section courses that remained on the schedule and were filled to an average of 84%.
 - 6 sections were added that provided students with the opportunity to register for courses that would have been closed out and thereby reduce time to graduation.
 - The estimated return on investment is approximately \$267,000.
3. Dr. Gambino reported that the Public Health Program, which was recently approved by the Board of Trustees, has been submitted to Albany for approval. The Curriculum Committee is currently working on a Hospitality and Tourism Program and hybrid business courses, as well as conducting program reviews in Criminal Justice and Accounting.
 4. Dr. Gambino told Board members that having an Aspen Fellowship has been very rewarding and she thanked them for supporting her professional development.
- J. President Edington reminded Board members that Graduation is being held on May 17. Marc Molinaro, County Executive; Gregg Pulver, Chair of the Dutchess County Legislature; and Rob Rolison, Mayor of the City of Poughkeepsie, will offer greetings to our graduates. Professor Emeritus Allyn Washington, a founding member of the DCC faculty, will be joining us as well.
- K. Dr. Edington announced that Dana Jones, a DCC student, won the Mid-Hudson Regional Business Plan Competition for her app that would allow cell phones to activate opening handicapped doors.

XI. Items for Future Agendas

There were none.

XII. Date of Next Meeting

The next meeting of the Board of Trustees will be held on May 22, 2018 at 7:00 p.m.

XIII. Adjournment

There being no further business to discuss, a motion was made by Mr. Dupree, seconded by Ms. Appel, voted on, and duly carried, to adjourn the meeting. The meeting adjourned at 9:35 p.m.

Respectfully submitted,

Linda M. Beasimer
Executive Assistant