

DUTCHESS COMMUNITY COLLEGE  
Minutes  
Board of Trustees Meeting  
December 12, 2017

Trustees Present: Mr. Thomas E. LeGrand, Chairperson; Mr. Dale L. Borchert, Ms. Betsy Brown, Mr. Michael Francis Dupree, Ms. Barbara Hugo, Mr. Daniel P. Kuffner, Mr. Timmian Massie, and Ms. Lilith Fichtmueller, Student Trustee  
Dr. Pamela R. Edington, President

Absent: Ms. Sheila Appel

- I. The meeting was called to order at 5:30 p.m. by Chairperson LeGrand.
- II. Roll Call by Ms. Beasimer, quorum present.
- III. Approval of Agenda: Upon motion made by Mr. Massie, seconded by Mr. Borchert, voted on and duly carried, the agenda was approved as distributed.

IV. Public Comment

Professor Mark Condon, President of Dutchess United Educators (DUE) addressed the Board regarding a non-agenda item. He provided an update on the activities of DUE over the past couple of months.

- V. Consideration of Minutes of Meeting held on October 24, 2017: Upon motion made by Mr. Massie, seconded by Mr. Dupree, voted on and duly carried, the minutes were approved as distributed.

VI. 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. Approval of Property Lease at Hudson Valley Regional Airport

RESOLUTION NO. 2018-23

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

WHEREAS, Dutchess County and Dutchess Community College seek to enter into an agreement for a twenty-five (25) year lease of a parcel of land consisting of +/-7 acres situated at the County-owned Hudson Valley Regional Airport for the purpose of constructing and operating an Aviation Maintenance and Education Center, and

WHEREAS, the Board of Trustees adopted Resolution No. 2017-14 and the County of Dutchess adopted Resolution No. 2016271 authorizing and

approving a capital project known as the “Aviation Maintenance and Education Center Project” for the purpose of constructing a hangar building that will be used as an instructional site to enhance the aviation programs offered by the College, and

WHEREAS, the College has determined that this opportunity furthers the interests of both the County and the College to work in collaboration to advance educational opportunities by offering an area of study unique to aircraft maintenance and by advancing the economic development at the Airport, and

WHEREAS, the ground lease agreement will permit Dutchess Community College, in conjunction with Dutchess County, to construct the educational building, and

WHEREAS, the College commits to lease the real property from the County for a term of twenty-five (25) years at a cost of \$1/year, now therefore, be it RESOLVED, that the Board of Trustees hereby authorizes the President of the College to enter into a ground lease with the County of Dutchess for the parcel of land outlined above on behalf of the College, 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

## 2. Approval of Revised Tuition and Fee Schedule

### RESOLUTION NO. 2018-24

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

WHEREAS, by Resolution #2017-62, dated May 23, 2017, the Board of Trustees adopted a Tuition and Fee Schedule for 2017-2018, and

WHEREAS, subsequently, new courses that require certification fees have been added to the College’s academic offerings, and

WHEREAS, in order to charge the appropriate fees, a revised Tuition and Fee Schedule needs to be approved by the Board of Trustees, now, therefore, be it RESOLVED, that the attached Revised Tuition and Fee Schedule for 2017-2018, which shall be made part of the official minutes of this meeting, is hereby approved.

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Seconded by Ms. Hugo

Resolution adopted unanimously

## 3. Approval to Extend In-County Tuition Rate to Students from Puerto Rico and U.S. Virgin Islands

### RESOLUTION NO. 2018-25

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

WHEREAS, a substantial number of students from Puerto Rico and the U.S. Virgin Islands have been displaced as a consequence of hurricanes Maria and Irma, and

WHEREAS, the Federal Emergency Management Agency (FEMA) has declared Puerto Rico and the U.S. Virgin Islands to be disaster areas in accordance with Major Disaster Declarations 4335, 4336, 4339, and 4340, and

WHEREAS, the infrastructures of these island communities have been substantially undermined by these hurricanes, and  
 WHEREAS, universities and higher education associations across the country are making efforts to assist students displaced by these hurricanes in the most expeditious and humanitarian manner possible, and  
 WHEREAS, Governor Cuomo has called upon SUNY to offer resident tuition rates to students displaced by these storms, and  
 WHEREAS, the SUNY Board of Trustees approved amending the SUNY guidelines governing residency for tuition purposes to make students from Puerto Rico and the U.S. Virgin Islands who have been displaced by either hurricane Maria or hurricane Irma eligible for resident tuition rates for the 2017-2018 academic year, and  
 WHEREAS, the Board of Trustees of Dutchess Community College wishes to assist these displaced students, now, therefore, be it  
 RESOLVED, that the Board of Trustees hereby approves extending the benefit of resident tuition rates for the 2017-2018 academic year to students from Puerto Rico and the U.S. Virgin Islands who have been displaced by either hurricane Maria or hurricane Irma as a humanitarian response that acknowledges these students' *de facto* New York State residency status due to their inability to return home.

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Seconded by Mr. Borchert

Resolution adopted unanimously

## B. Personnel and Community Relations

### 1. Approval of Professional Staff Title

#### RESOLUTION NO. 2018-26

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

WHEREAS, a review of the job responsibilities associated with the position of Assistant Director of Institutional Research, Planning, and Assessment has been conducted, and

WHEREAS, based upon this review, it has been determined that the responsibilities warrant an upgrade to the title to Associate Director of Institutional Research, Planning, and Assessment, 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 Associate Director of Institutional Research, Planning, and Assessment in the professional service.

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Seconded by Mr. Kuffner

Resolution adopted unanimously

### 2. Approval of Appointments to the Professional Staff

#### RESOLUTION NO. 2018-27

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

Iman Elginbehi, Coordinator of Secondary Schools Partnerships and Initiatives, for the period December 4, 2017 through August 31, 2018, at an annual salary of \$58,007, prorated for the period of time worked

Susan Mead, Assistant Vice President for Student Financial Services, for the period January 1, 2018 through August 31, 2018, at an annual salary of \$119,500, prorated for the period of time worked

June Raffington, Clinical Lab Coordinator, for the period November 6, 2017 through August 31, 2018, at an annual salary of \$53,704, prorated for the period of time worked

Suzanne Riela, Associate Director of Institutional Research, Planning and Assessment, for the period January 1, 2018 through August 31, 2018, at an annual salary of \$87,912, prorated for the period of time worked

Alex Wagner, Multi-media Content Producer, for the period January 2, 2018 through August 31, 2018, at an annual salary of \$53,184, prorated for the period of time worked

Rob Zasso, Director of Financial Aid, for the period January 1, 2018 through August 31, 2018, at an annual salary of \$99,322, prorated for the period of time worked

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Seconded by Ms. Brown

Resolution adopted unanimously

3. Staff Recognition

RESOLUTION NO. 2018-28

Ms. Hugo 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. Massie

Resolution adopted unanimously

C. Ad Hoc Policy Committee

1. Approval of Anti-bullying Policy

RESOLUTION NO. 2018-29

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, Dutchess Community College is committed to maintaining an educational and work environment in which every member of the college community conducts himself/herself in a manner that demonstrates proper regard for the rights and welfare of others. Everyone, including students, employees, and visitors are entitled to be treated with respect and dignity and not be subjected to bullying, and

WHEREAS, the ad hoc committee has reviewed the proposed policy on Anti-bullying and finds it to be appropriate to the needs of the College, now, therefore, be it

RESOLVED, that, based upon the recommendation the ad hoc Policy Review Committee and review by the Board of Trustees, the attached policy on Anti-bullying, which 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. Hugo

Resolution adopted unanimously

2. Approval of Policy on Campus Code of Conduct

RESOLUTION NO. 2018-30

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, the Board of Trustees is committed to fostering a safe, non-threatening environment that advances the academic mission of the College; and, to this end, it has been determined that a Campus Code of Conduct Policy is needed, and

WHEREAS, the Director of Student Conduct and Community Standards, the Vice President of Academic Affairs and Student Services, and the ad hoc committee have reviewed the proposed policy on Campus Code of Conduct and find it to be appropriate to the needs of the College, now, therefore, be it

RESOLVED, that, based upon the recommendation of the ad hoc Policy Review Committee, the attached policy on Campus Code of Conduct, which 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

3. Approval of Conflict of Interest Policy

RESOLUTION NO. 2018-31

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, in order to avoid conflicts of interest, the appearance of conflicts of interest or the appearance of impropriety by the members of the Board of Trustees or employees of the College, a Conflict of Interest Policy has been developed, and  
WHEREAS, the ad hoc committee has reviewed the proposed Conflict of Interest Policy and finds it to be appropriate to the needs of the College, now, therefore, be it  
RESOLVED, that, based upon the recommendation of the ad hoc Policy Review Committee and review by the Board of Trustees, the attached Conflict of Interest Policy, which 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

4. Reaffirmation of the following policies: Use of College Facilities by Third Parties for Free Speech, the Workplace Violence Prevention Policy Statement, the Policy on Mandatory Reporting and Prevention of Child Sexual Abuse, and the Mandatory Employee Training Policy

RESOLUTION NO. 2018-32

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, the College’s current Use of College Facilities by Third Parties for Free Speech, Workplace Violence Prevention Policy Statement, the Policy on Mandatory Reporting and Prevention of Child Sexual Abuse, and the Mandated Employee Training Policy were reviewed as part of this process, and

WHEREAS, based upon this review, the ad hoc committee has determined that the following Board resolutions be reaffirmed and that these policies remain in effect:

<u>Resolution #</u>	<u>Policy</u>	<u>Date</u>
2013-17	Use of College Facilities by Third Parties for Free Speech	December 11, 2012
2013-30	Workplace Violence Prevention Policy Statement	March 27, 2013
2013-41	Policy on Mandatory Reporting and Prevention of Child Sexual Abuse	April 23, 2013
2014-05	Mandated Employee Training Policy	September 24, 2013

Now, therefore, be it  
 RESOLVED, that, based upon the recommendations of the ad hoc Policy Review Committee, the aforementioned resolutions are hereby reaffirmed and the identified policies are to remain in effect, and be it  
 FURTHER RESOLVED, that the Board reconsider these policies 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. Massie Resolution adopted unanimously

5. Approval to Rescind the Policy related to the Study of the Future of Programs

RESOLUTION NO. 2018-33

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, the Curriculum Committee was asked to review the policy regarding the Study of the Future of Programs, and  
 WHEREAS, the Curriculum Committee has informed the Board Policy Committee that this policy is no longer needed since it is now covered under the College’s Program Review Process and SUNY guidelines, and  
 WHEREAS, based upon this recommendation, the ad hoc committee has determined that Resolution #119, dated March 22, 1983, regarding the Study of the Future of Programs, is outdated and should be rescinded, now, therefore, be it  
 RESOLVED, that based upon the recommendations of the Curriculum Committee and the ad hoc Policy Review Committee, Resolution #119, dated March 22, 1983, is hereby rescinded.

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Seconded by Mr. Dupree Resolution adopted unanimously

VII. Report of the Student Trustee

- A. Student Trustee Fichtmueller reported that Assemblywoman Didi Barrett was invited to campus to discuss the Maintenance of Effort (MOE) bill. Students were able to talk to her about the status of MOE and about how to continue with efforts if the bill is vetoed by the Governor. The Executive Board of the Student Assembly presented a petition with approximately 25,000 signatures in support of the bill. The bill has been sent to the Governor for his approval or veto.
- B. Ms. Fichtmueller informed Board members that two DCC students were in a car accident; one passed away and the other is in the hospital. A bake sale was held with the proceeds being distributed between the two families. A raffle to raise money was also held for one of the families.
- C. The Student Government Association (SGA) sold cider and donuts to raise funds for the DCC Food Pantry.
- D. Ms. Fichtmueller, as SGA President, has received a scholarship to attend the American Israel Public Affairs Committee (AIPAC) conference in March. The AIPAC is committed to strengthening, protecting and promoting the U.S.-Israel relationship.
- E. A survey was conducted at the last SGA meeting of this semester. Students were asked if they are satisfied with the SGA's accomplishments this semester; what they would like the SGA to do during the spring semester; if the informational boards outside of Bowne Hall and CBI were effective; and if an open forum for students should be held so students can ask questions, give suggestions, or voice concerns. Ms. Fichtmueller shared with Board members some of the suggestions received, including having a more diverse selection of clubs and athletics, more activities, and more involvement. Students did not think the informational boards were effective. There was a favorable response to the idea of holding an open forum.

VIII. Report of the Chairperson

- A. On behalf of the Board, Chairman LeGrand wished everyone happy holidays.
- B. Mr. LeGrand commended the Student Government Association for all of the activities it does to help others.
- C. Resolution of Commendation for Ms. Barbara Mosher

RESOLUTION NO. 2018-34

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

WHEREAS, Ms. Barbara Mosher, Administrative Assistant in the Office of Community Services and Special Programs, has been a loyal and dedicated employee of Dutchess Community College for fifty years, and  
WHEREAS, during her tenure at the College, she has continuously set an



- B. President Edington informed Board members that she will be attending the SUNY Chancellor's meeting later this week. Agenda topics will include campus climate, crisis communications, and sector meetings. The community college presidents will discuss Maintenance of Effort and advocacy efforts to stabilize funding for community colleges.
- C. Dr. Edington talked about the importance of helping our students who have urgent needs. She reported that the College has been awarded a \$50,000 grant from the Dyson Foundation and, through the SUNY Impact Foundation, \$82,500 from the Heckscher Foundation for Children and The Gerstner Family Foundation for a student emergency fund. Students in need will be able to deal directly with one individual on campus to get the assistance they need, including referrals to both on-campus and off-campus services. We are in the process of setting up the necessary procedures to launch this program in the spring.
- D. President Edington received a visit from Chris Maeder, Chief of the Fairview Fire District. He is very pleased with the collaboration between the district and the College. The College will be offering Fairview volunteer firefighters the opportunity to attend DCC classes free of charge where there are open seats.
- E. Dr. Edington wished everyone happy holidays.
- X. Items for Future Agendas
- There were none.
- XI. Date of Next Meeting
- The next meeting of the Board of Trustees will be held on January 23, 2018 at 7:00 p.m.
- XII. Adjournment
- There being no further business to discuss, a motion was made by Mr. Massie, seconded by Mr. Borchert, voted on, and duly carried, to adjourn the meeting. The meeting adjourned at 6:15 p.m.

Respectfully submitted,

Linda M. Beasimer  
Executive Assistant