

DUTCHESS COMMUNITY COLLEGE  
Minutes  
Board of Trustees Meeting  
February 27, 2018

Trustees Present: Mr. Thomas E. LeGrand, Chairperson; Ms. Sheila Appel, 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: Mr. Dale L. Borchert

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

- I. The meeting was called to order at 7:15 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. Dupree, voted on and duly carried, the agenda was approved as distributed.
- IV. Public Comment
  - A. Professor Johanna Halsey addressed the Board regarding a non-agenda item. She talked about various projects/activities being undertaken by math faculty.
  - B. Professor Mark Condon, President of Dutchess United Educators, addressed the Board regarding a non-agenda item. He informed the Board that union members manned an information table and talked to students about the Janus Supreme Court Case.
- V. Consideration of Minutes of Meeting held on January 23, 2018: Upon motion made by Mr. Kuffner, seconded by Mr. Massie, voted on and duly carried, the minutes were approved as distributed.
- VI. Educational Presentation

President Edington informed the Board that the College sent a team to the recent Achieving the Dream Summit. She asked the members of the team to address the Board regarding their experiences at the conference. The individuals who spoke were: Thomas Costello, Assistant Professor, Department of Performing, Visual Arts and Communications; Kevin Cavanaugh, Associate Professor, Department of English and Humanities; Camille Sola, Instructor, Department of Behavioral Sciences; Rachel Mead, Coordinator, Starfish Program; Scott Schnackenberg, Director, Institutional Research, Planning and Assessment;

Michael Hall, Associate Professor and Department Chair, Department of Behavioral Sciences; and Johanna Halsey, Professor, Department of Mathematics and Computer Sciences. Each team member expressed how much they enjoyed the opportunity to work with each other as well as with colleagues from other colleges. Their remarks covered the following topics:

- Degree completion
- Retention
- The importance of communicating with students on a personal level
- Equity
- How to better use data
- Open educational resources

They said they learned about best practices, what other colleges are doing, and found it rewarding to realize how progressive DCC is.

## 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. Finance and Facilities

#### 1. Acceptance of 2016-2017 Audit

##### RESOLUTION NO. 2018-45

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

WHEREAS, the Dutchess Community College Board of Trustees has a responsibility to conduct business according to prudent, professional, and accepted practices, and

WHEREAS, the Financial Statements of Dutchess Community College for the fiscal year ending August 31, 2017 were reviewed by the outside auditing firm of O'Connor Davies, LLP, and

WHEREAS, in the opinion of the independent auditors, the financial statements of the College conform with generally accepted accounting practices in all respects, and

WHEREAS, the Board Finance and Facilities Committee has reviewed the audit with representatives of O'Connor Davies, LLP and recommends that the Board of Trustees accept the audit for fiscal year 2016-2017, and

WHEREAS, the members of the Board of Trustees have received copies of the audit for review, now, therefore, be it

RESOLVED, that, based upon the recommendation of the Finance and Facilities Committee, the Board of Trustees hereby accepts the independent auditor's report for the fiscal year 2016-2017.

\* \* \* \* \*

Seconded by Mr. Dupree

Resolution adopted unanimously

2. Approval to Dispose of Surplus Equipment

RESOLUTION NO. 2018-46

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 College is hereby authorized to dispose of said equipment in a manner consistent with law and/or regulation.

\* \* \* \* \*

Seconded by Ms. Brown

Resolution adopted unanimously

B. Personnel and Community Relations

1. Approval of Professional Staff Title

RESOLUTION NO. 2018-47

Ms. Hugo offered the following resolution and moved its adoption:  
WHEREAS, the College has established a campus DCC Cares Center to help students negotiate access to campus and community resources, and WHEREAS, it has been determined that there is a need to create the position of Student Resource Navigator to provide assessment, case management, support services and referrals to community service providers, 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 Student Resource Navigator in the professional service.

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Seconded by Mr. Kuffner

Resolution adopted unanimously

2. Approval of Sick Leave with Pay

RESOLUTION NO. 2018-48

Ms. Hugo offered the following resolution and moved its adoption:  
WHEREAS, Ms. Esther Couret, Director of Human Resources Management, has been on sick leave since December 15, 2017, and  
WHEREAS, Ms. Couret has exhausted her paid sick leave and has requested that she be granted additional sick leave with pay, now, therefore, be it RESOLVED, that, based upon the recommendation of the President of the College, additional paid sick leave is hereby granted to Ms. Couret for the period March 8, 2018 through March 23, 2018.

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Seconded by Ms. Appel

Resolution adopted unanimously

C. Ad Hoc Policy Committee

1. Approval of Accommodative Services Policy

RESOLUTION NO. 2018-49

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 is committed to diversity, inclusion and accessibility, and

WHEREAS, it is the responsibility of the Board of Trustees and Administration to ensure that the College adheres to the Americans with Disability Act and Section 504 of the Rehabilitation Act, it has been determined that a policy on Accommodative Services is needed, and

WHEREAS, the Coordinator of Disabilities Services, the Provost and Vice President for Academic Affairs and Student Services, and the ad hoc committee have reviewed the proposed policy on Accommodative Services 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 and review by the Board of Trustees, the attached policy on Accommodative Services, 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. Fichtmueller

Resolution adopted unanimously

2. Approval of Policy on College-sponsored Student Travel

RESOLUTION NO. 2018-50

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 provides opportunities for student participation in off-campus applied learning experiences and in extra-curricular activities, it has been determined that a policy on College-sponsored Student Travel is needed, and

WHEREAS, the ad hoc committee has reviewed the proposed policy on College-sponsored Student Travel 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 policy on College-sponsored Student Travel, 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. Fichtmueller

Resolution adopted unanimously

3. Approval of Emergency Management Policy

RESOLUTION NO. 2018-51

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, it is the responsibility of the Board of Trustees and Administration to ensure the safety of the College’s students, faculty, and staff, it has been determined that a policy on Emergency Management is needed, and

WHEREAS, the ad hoc committee has reviewed the proposed Emergency Management Policy and finds it to be appropriate to the needs of the College, now, therefore, be it

RESOLVED, that, based upon the recommendations of the Director and Assistant Director of Campus Security and Safety and the ad hoc Policy Review Committee, and review by the Board of Trustees, the attached Emergency Management 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. Appel

Resolution adopted unanimously

VIII. Report of the Student Trustee

- A. Student Trustee Fichtmueller reported that the Speech and Debate Club has been traveling to various states and has received numerous awards.
- B. The Student Government Association (SGA) elections for next year will be held in April.
- C. The SGA is in the process of revising its Constitution and Bylaws.
- D. Ms. Fichtmueller informed the Board that students are concerned about the recent shooting at the Florida high school and would like to receive training as to what to do in that type of situation. “Run, Hide, Fight, Comply” cards that contain information as to how to react were distributed to students.

- E. This weekend, Ms. Fichtmueller will attend the AIPAC Conference in Washington, D.C. At the conference, she will have the opportunity to meet with other student government presidents from around the country.
- F. Members of the E-Board are planning to attend the SUNY Student Assembly Spring Conference and will invite the newly-elected officers to join them.
- G. The SGA continues to support *The Pantry*; student clubs are having a competition to see which club can collect the most items.
- H. A DCC student, Dana Jones, is working with several departments and other students to create an app that would allow the user to open doors with their phones instead of using the handicap button. It is still being tested.
- I. The SGA is seeking membership on the Service Learning Committee.
- J. The Student Technology Fund will provide money for a dome observatory for astronomy classes and lighting equipment for photography classes.
- K. Ms. Fichtmueller informed Board members that the deadline for students to apply for scholarships is March 9.

IX. Report of the Chairperson

Chairman LeGrand did not have a formal report; however, he thanked the members of the Board for their participation in the discussion about the residence hall that took place during the Workshop session.

X. Report of the President

- A. President Edington informed Board members that Dr. Andrew Scala, Professor of Biology, had a former student, Dr. Christos Soriano, as a special guest lecturer for his genetics class. Following his graduation from DCC, Dr. Soriano completed his bachelor's degree at the University of New Mexico and then received his Ph.D. in neuro-genetics from Wesleyan University. We can use his success story to help promote the College.
- B. The College's monitoring report is due to Middle States on March 1<sup>st</sup>. Dr. Edington thanked the members of the staff who have been working on preparing this very important document. Board members will receive a copy of the final report.
- C. Dr. Edington reported that Dr. Ellen Gambino and Ms. Colleen Trogisch gave a presentation to the Poughkeepsie School Board regarding the E-Tech Program. It was very well received.

D. President Edington gave a brief update on concurrent enrollment:

- Concurrent enrollment increased by 13.4% compared to last year.
- Enrolled credits in concurrent courses increased by 11.4%.
- 2,148 students are taking DCC classes in area high schools.

Although enrollment is down overall, new full-time student enrollment has increased by 16.2%.

E. The President of Vassar College hosted a meeting for other local college presidents. Possibilities for collaboration were discussed. One of the possible ways Vassar and Dutchess can work together involves veterans. Those veterans attending Vassar that need remedial math courses could take them at DCC. Another topic being discussed by local college presidents is campus safety.

F. Dr. Edington informed Board members that the County has asked the College, IBM, Marist College and Vassar College to sign a Memorandum of Understanding (MOU) agreeing to work together to encourage economic development and foster innovation within the “Innovation Quad,” which is a designated geographic area in the City of Poughkeepsie. The intent is to have business and education collaborate to bring an educated, skilled workforce to the City. Board members were in favor of President Edington signing the MOU.

G. President Edington reported that she attended meetings of the Professional Staff Organization and the SGA to talk about campus safety. Recommendations from students included having faculty address the topic in class, holding open forums, and providing training.

#### XI. Items for Future Agendas

There were no items for future agendas; however, Trustee Kuffner reported that the next meeting of the Board Policy Ad Hoc Committee will be March 8. He reminded Board members to review the information they received regarding the College’s Emeritus Policy.

Ms. Appel informed Board members that she and President Edington will be attending a meeting of the Educational Workforce Development Committee. The group will discuss the skills gap.

#### XII. Date of Next Meeting

The next meeting of the Board of Trustees will be held on April 24, 2018 at 7:30 p.m.

XIII. Adjournment

There being no further business to discuss, a motion was made by Mr. Massie, seconded by Mr. Dupree, voted on, and duly carried, to adjourn the meeting. The meeting adjourned at 8:30 p.m.

Respectfully submitted,

Linda M. Beasimer  
Executive Assistant

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