

DUTCHESS COMMUNITY COLLEGE
Minutes
Board of Trustees Meeting
January 23, 2018

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

- I. The meeting was called to order at 6:50 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

Ms. Maryanne Kinsella, representing CSEA, addressed the Board regarding a non-agenda item. She reported that a tentative contract between CSEA and Dutchess County has been reached. The current contract expired in December 2016.

- V. Consideration of Minutes of Meeting held on December 12, 2017: Upon motion made by Ms. Hugo, seconded by Mr. Dupree, voted on and duly carried, the minutes were approved as distributed.

VI. Educational Presentation

Dr. Gambino, Provost and Vice President of Academic Affairs and Student Services, gave a presentation regarding various aspects related to the residence hall. There has been a decline in occupancy since 2012. The highest fall occupancy was in 2015 with 465 students, and the lowest occupancy rate was this fall with 433 students. The projection for spring occupancy is 367 students. Overall, full-time enrollment at the College has also seen a decline since 2012.

The number of students from Dutchess County has decreased dramatically (-39.5%) since the residence hall opened, and the number of students from the lower Hudson Valley has increased. Demographics show that, compared to our commuter students, resident hall students are more likely to be African-American, women, and poor.

Dr. Gambino talked about the academic preparedness of new residence hall students compared to all other new full-time students. Residence hall students

had a lower mean high school GPA; the percentage of them having less than a 2.5 high school GPA was higher than their commuter student counterparts; and more of them required remedial courses. Dr. Gambino noted that new full-time resident students are almost 20% less likely to be retained after one year than other new full-time students.

Dr. Gambino also talked about the challenges the College is facing with the residence hall. She provided information regarding campus safety and conduct; staffing, including College staffing that can be attributed to the residence hall; and changes that were made to support student success and to address conduct issues.

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 Public Health Program

RESOLUTION NO. 2018-36

Ms. Hugo offered the following resolution and moved its adoption:
BE IT RESOLVED, that, based upon the recommendation of the Department of Allied Health and Biological Sciences, the Curriculum Committee, the Professional Staff Organization, and the President of the College, a Public Health Program 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. Massie

Resolution adopted unanimously

B. Finance and Facilities

1. Authorization for Check Signing

RESOLUTION NO. 2018-37

Mr. Kuffner offered the following resolution and moves its adoption:
WHEREAS, the Board of Trustees adopted Resolution #2003-26, dated February 25, 2003, approving Hudson United Bank, now known as TD Bank, as the provider of Banking Services for the College, and
WHEREAS, it has been determined that, on behalf of Dutchess Community College, the positions of President, Provost and Vice President of Academic Affairs and Student Services, Vice President of Administration, and

Associate Vice President of Administration shall be authorized to sign checks for Dutchess Community College, and WHEREAS, TD Bank requires that such authorizations be confirmed by resolution of the Board of Trustees, and WHEREAS, the titles on file with TD Bank have changed, now, therefore, be it

RESOLVED, that, effectively immediately, the individuals in the positions of President, Provost and Vice President of Academic Affairs and Student Services, Vice President of Administration, and Associate Vice President of Administration are hereby authorized to sign checks on behalf of Dutchess Community College for amounts up to \$10,000 on accounts maintained at TD Bank, and, be it

FURTHER RESOLVED, that, on accounts maintained at TD Bank, amounts of \$10,000 or more must be co-signed by the President or the Provost and Vice President of Academic Affairs and Student Services, and be it

FURTHER RESOLVED, that this resolution supersedes all previous related resolutions.

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Seconded by Mr. Dupree

Resolution adopted unanimously

C. Personnel and Community Relations

1. Approval of Professional Staff Title

RESOLUTION NO. 2018-38

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

WHEREAS, a review of the staffing in the Office of Financial Services was conducted, and

WHEREAS, based upon this review, it has been determined that there is a need to create the position of Associate Director for Financial Services, 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 for Financial Services in the professional service.

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Seconded by Ms. Appel

Resolution adopted unanimously

2. Approval of Professional Staff Appointments

RESOLUTION NO. 2018-39

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

Carl Norris, Academic Coach, for the period December 18, 2017 through August 31, 2018, at an annual salary of \$53,125, prorated for the period of time worked

Milton Santiago, Vice President of Administration, for the period January 2, 2018 through August 31, 2018, at an annual salary of \$150,000, prorated for the period of time worked

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Seconded by Mr. Kuffner

Resolution adopted unanimously

D. Ad Hoc Policy Committee

1. Approval of Policy on Firearms and Weapons

RESOLUTION NO. 2018-40

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, and to this end, it has been determined that a Firearms and Weapons Policy is needed, and

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

RESOLVED, that, based upon the recommendations of Director of Campus Security and Safety, the Associate Vice President of Administration, and the ad hoc Policy Review Committee, and review by the Board of Trustees, the attached Firearms and Weapons 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 Mr. Dupree

Resolution adopted unanimously

2. Approval of Social Media Policy

RESOLUTION NO. 2018-41

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 recognizes that social media is an important and influential method for communicating ideas, information and issues, and recognizes the value in participating in social media as part of its educational mission and improved communication with its constituents, and
 WHEREAS, it is the responsibility of the Board of Trustees and Administration to ensure that the College acts responsibly when using social media, it has been determined that a policy on the use of Social Media is needed, and
 WHEREAS, the ad hoc committee has reviewed the proposed Social Media 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 Social Media 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

3. Approval of Policy on Sustainability

RESOLUTION NO. 2018-42

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 energy efficiency, energy conservation, and the reduction of its impact on the environment, and to this end, it has been determined that a policy on Sustainability is needed, and

WHEREAS, the ad hoc committee has reviewed the proposed policy on Sustainability 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 Sustainability 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 Mr. Dupree

Resolution adopted unanimously

4. Approval of Policy on the Disposal of Surplus Equipment

RESOLUTION NO. 2018-43

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 has been determined that a policy on the Disposal of Surplus Equipment is needed, and

WHEREAS, the ad hoc committee has reviewed the proposed policy on the Disposal of Surplus Equipment 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 the Disposal of Surplus Equipment, 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

5. Approval of Policy on Consensual/Amorous Relationships in the Workplace

RESOLUTION NO. 2018-44

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 that appropriate interaction among faculty, staff and students must not be compromised, it has been determined that a policy on

Consensual/Amorous Relationships in the Workplace is needed, and

WHEREAS, the ad hoc committee and the College attorney have reviewed the proposed policy on Consensual/Amorous Relationships in the Workplace 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 Consensual/Amorous Relationships in the Workplace, 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

VIII. Report of the Student Trustee

- A. Student Trustee Fichtmueller gave an update on Maintenance of Effort (MOE). She reported that Governor Cuomo vetoed the bill. The SUNY Student Assembly hopes to participate in the budget process this year with the intent of promoting the MOE concept.
- B. Ms. Fichtmueller informed the Board that the Student Government Association (SGA) Executive Board attended the Annual Martin Luther King Breakfast along with other DCC representatives and community members.
- C. On January 22, Ms. Fichtmueller accompanied Ms. Judi Stokes to Albany to attend the SUNY Chancellor's State of the University address. Dr. Johnson focused on Innovation and Entrepreneurship, Individualized Education, Sustainability, and Partnerships.
- D. The first SGA meeting of the semester was held. In addition to reviewing procedures new SGA members, Ms. Fichtmueller provided information about the SUNY Student Assembly.
- E. With the assistance of a student intern, Chartwells Dining Service is collecting student opinions on the dining services it offers to determine if improvements can be made. At the end of the fall semester, Chartwells reviewed its menus and pricing and some changes were instituted for the spring semester.
- F. Ms. Fichtmueller reported that she will be attending the SUNY Student Assembly Executive Committee meeting this weekend. She has been recommended for appointment as Deputy Director of Diversity, Equity and Inclusion. Her appointment will be voted on at the meeting. She briefly talked about the goals she will help to address.
- G. Two students in the SGA are in the process of planning activities for a Mental Health Awareness Week.

IX. Report of the Chairperson

Chairman LeGrand said the residence hall is a serious issue facing the College. Since additional time for discussion is needed, this topic will be added to next month's Workshop agenda. He requested that Dr. Gambino and Dr. Santiago join in the discussion. He also asked Dr. Gambino to provide statistics on the 911 calls generated by the residence hall.

X. Report of the President

- A. President Edington distributed the following materials:

- *Otherness in Black America*: This brochure lists the lectures and activities being presented in celebration of Black History Month.
- *Performing Arts at DCC*: This poster provides information regarding the various performances that will take place during April and May.
- *2017 Annual Report*: This booklet, which will be distributed at the Annual State of the College Breakfast, provides information about the accomplishments of the College over the past year. It also highlights the events that took place and recognizes individuals for their contributions to the DCC Foundation.

Dr. Edington commended the Office of Communications and Public Relations for the work that was done to create these publications.

- B. President Edington informed Board members that the Spring Convocation, which was held when faculty returned for the start of the semester, focused on diversity. The Diversity Council made arrangements to have live storytelling performances by individuals from the TMI Project who spoke about their personal experiences related to diversity. The group held a workshop later in the day, and 13 faculty and staff members participated. The workshop helped them to create their own stories. Dr. Edington said she hopes that some of the participants will be willing to share their stories with the college community sometime in the future.
- C. Dr. Edington reported that she was interviewed by *Think Dutchess*. The article will talk about the importance of DCC to the County. An interview with the *Poughkeepsie Journal* is scheduled for tomorrow to talk about the State of the College address that will be delivered on Thursday.
- D. The route for the Walkway Over the Hudson marathon, which will be held on June 9, will be between DCC and Marist again this year.
- E. President Edington announced that Mill Street Loft will be using the residence hall again this summer.
- F. Dr. Edington gave a brief update on state funding. Community colleges are currently funded on an FTE basis. 29% of our funding comes from the State, 31% from the County, and 40% from tuition. With enrollment steadily declining, community colleges are losing state funding. The 30 community college presidents and SUNY are lobbying for stability and are recommending that community college funding be included as a line item in the budget, as is done with the four-year colleges. In her *State of the College* address, President Edington will be asking the audience to advocate for stabilization of funding for community colleges.
- G. President Edington talked about the DCC Orchestra and the DCC Chorus. The Orchestra is actually a community orchestra. The DCC chorus has now

been opened to community participation. At the beginning of the 2017 Fall semester, the chorus was comprised of 9 registered students. This spring, we have over 40 people enrolled (19 of them are students registered for credit).

H. Upcoming Events:

- January 25 – State of the College Address
- February 9 – DCCF Donors Celebration
- March 24 – DCCF Gala

XI. Items for Future Agendas

Trustee Dupree requested that a discussion on Board Bylaws be included on the March Workshop agenda.

XII. Date of Next Meeting

The next meeting of the Board of Trustees will be held on February 27, 2018 at 7:00 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 8:15 p.m.

Respectfully submitted,

Linda M. Beasimer
Executive Assistant

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