

DUTCHESS COMMUNITY COLLEGE
Minutes
Board of Trustees Meeting
July 10, 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, and Mr. Timmian Massie
Dr. Pamela R. Edington, President

I. The meeting was called to order at 7:35 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

Professor Mark Condon, President of Dutchess United Educators (DUE), addressed the Board regarding non-agenda items. He spoke about the ruling in the Janus labor union case, faculty outreach to students and parents, and the 45th anniversary of DUE.

V. Consideration of Minutes of Meetings:

A. Upon motion made by Mr. Dupree, seconded by Mr. Massie, voted on and duly carried, the minutes of the May 22, 2018 meeting were approved as distributed.

B. Upon motion made by Ms. Appel, seconded by Mr. Dupree, voted on and duly carried, the minutes of the June 7, 2018 meeting were approved as distributed.

VI. Educational Presentation

Ms. Virginia Stoeffel, Associate Vice President and Dean of Community Services & Special Programs, gave a brief presentation on the programs that are offered at the Family Partnership Center (FPC).

The Office of Community Services (OCS) has been offering HSE (High School Equivalency) and ESL (English as a Second Language) at the FPC for 1½ years. Both of these programs provide approximately \$257,000 per semester in FTE funding for the College.

Ms. Stoeffel provided information about the transition programs that are available to help students with the admission process, financial aid and career exploration.

Pharmacy Technician and Security Guard Certificate Programs are also offered, and starting this fall, a Certified Nursing Assistant Program will be available.

The OCS also provides “Spanish for the Workplace” training to the partner agencies located in the FPC.

Ms. Stoeffel shared testimonials from both students and FPC partners.

VII. COMMITTEE REPORTS

Chairperson LeGrand 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 RFP for Architectural/Engineering Services for the Preparation of a Comprehensive Academic and Facilities Master Plan

RESOLUTION NO. 2018-70

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

WHEREAS, the State University of New York requires community colleges to submit a new Campus Master Plan Study every five (5) years in order for the college to be included in the next five-year funding cycle, and

WHEREAS, It has been determined that it is necessary for Dutchess Community College to prepare a new Comprehensive Academic and Facilities Master Plan Study since its last master plan was completed in 2014, and

WHEREAS, Request for Proposals for Architectural/Engineering Services for the Preparation of a Comprehensive Academic and Facilities Master Plan, RFP-DCC- 09-2018, were requested on May 31, 2018, and

WHEREAS, there were three (3) firms that submitted proposals as shown on the tabulation sheet attached to this resolution, the three (3) vendors were interviewed by the College’s Comprehensive Academic and Facilities Master Plan Committee, and

WHEREAS, the firm Tony Alfieri, Architects PLLC meets the requirements for the Preparation of a Comprehensive Academic and Facilities Master Plan, and

WHEREAS, the funds are available in Capital Project#08183, now, therefore be it

RESOLVED, that approval is hereby given for the President of the College to enter into a contract for the preparation of a Comprehensive Academic and Facilities Campus Master Plan with Tony Alfieri, Architects PLLC in an amount not to exceed \$500,000 for services and reimbursable expenses.

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Seconded by Mr. Dupree

Resolution adopted unanimously

2. Approval of Five-year Capital Plan for 2019-2023

RESOLUTION NO. 2018-71

Mr. Kuffner offered the following resolution and moved its adoption:
WHEREAS, the County of Dutchess and the State University of New York require the submission of a project list and estimated costs of capital construction and improvement projects for a five-year period, and WHEREAS, the educational, administrative and support needs for rehabilitation, preservation and improvement of facilities have been reviewed and related to the specific projects and priorities as indicated on the attached list, now, therefore, be it
RESOLVED, that the campus facilities projects listed on the attached document, which shall be made part of the minutes of this meeting, are hereby approved as Dutchess Community College’s Five-year Capital Projects Plan for the period 2019-2023.

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Seconded by Ms. Brown

Resolution adopted unanimously

B. Personnel and Community Relations (B. Hugo, Chair)

1. Professional Staff Appointments

RESOLUTION NO. 2018-72

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

Maria Boada, Associate Dean of Academic Affairs, for the period July 30, 2018 through August 31, 2018, at an annual salary of \$109,000, prorated for the period of time worked

Adjiwanou Gbagba, C-Step Coordinator, for the period June 11, 2018 through August 31, 2018, at an annual salary of \$64,700, prorated for the period of time worked

Rachel Mead, Assistant Director of Advising Services, for the period June 4, 2018 to August 31, 2018, at an annual salary of \$61,261, prorated for the period of time worked

Tomasine Oliphant, Student Resource Navigator, for the period June 25, 2018 through August 31, 2018, at an annual salary of \$54,753, prorated for the period of time worked

Susan Rogers, Associate Dean of Academic Affairs, for the period July 16, 2018 through August 31, 2018, at an annual salary of \$109,000, prorated for the period of time worked

Colleen Trogisch, Dean of Student Services, for the period July 2, 2018 through August 31, 2018, at an annual salary of \$135,000, prorated for the period of time worked

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Seconded by Mr. Kuffner

Resolution adopted unanimously

2. Approval of Early Retirement

RESOLUTION NO. 2018-73

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 early retirement of Patrick Griffin, Director of Information Systems, is hereby approved, effective December 31, 2018, and be it FURTHER RESOLVED, that approval is granted to pay the appropriate benefits earned, and be it FURTHER RESOLVED, that the Board of Trustees extends its sincere appreciation to Mr. Griffin for his valuable contributions to the College's educational program during his tenure and wishes him the very best in his retirement and future endeavors.

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Seconded by Mr. Massie

Resolution adopted unanimously

VIII. Report of the Student Trustee

There was no report.

IX. Report of the Chairperson

- A. Chairman LeGrand thanked President Edington and the leadership team for their efforts during the budget process.
- B. Mr. LeGrand commended Ms. Stoeffel and her staff for the work being done at the FPC.
- C. Chairman LeGrand recommended to the members of the Board that they read an article, entitled *Universities Are Hotbeds of Scholarship on Mass Incarceration. But Are They Doing Enough to Fix the Problem?*, that appeared in The Chronicle of Higher Education.

X. Report of the President

- A. President Edington introduced Dr. Wazir Jefferson, who was recently hired as the College's Chief Diversity Officer. Dr. Jefferson spoke briefly about his background and connection to the City of Poughkeepsie.
- B. Dr. Edington informed Board members that Vassar College is interested in working with the College to address the issue of providing higher education to incarcerated individuals.

- C. President Edington reported that the College has received formal notification from the Middle States Commission on Higher Education that we are fully accredited. Our next team visit will be in 2022-2023.
- D. Dr. Edington spoke about the importance of the Academic and Facilities Master Plan. Hiring the consultant is the beginning of the process. Various information/topics will be reviewed, such as demographics, ways we can become more flexible, what programs we should be offering, what staffing is needed, etc. Various constituencies will have opportunities to give input as we develop the plan. Ms. Bridgette Anderson, Associate Vice President of Administration, will lead the process. A committee comprised of stakeholders will be formed to help manage the outreach and do a lot of the work. A steering committee will also be appointed. It is anticipated that, by August, we will have recommendations about how the Board of Trustees, the DCC Foundation Board, and the DCC Association Board will be involved in the process.
- D. President Edington announced that the College's Think Ahead Program has been selected to receive the "Innovator of the Year" Award from Abilities First.
- E. The local chapter of the AAUW has selected President Edington as "Woman of the Year" and will give her the award in October. Dr. Edington told the Board she is pleased to have this opportunity to talk about the College, women in education, and the importance of the work that is done by community colleges.

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 August 14, 2018 at 7:00 p.m. at DCC South.

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