

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

Trustees Present: Ms. Sheila Appel, Ms. Betsy Brown, Mr. Michael Francis Dupree, Ms. Angela Flesland, Ms. Lisa Gharthey, Ms. Barbara Hugo, Mr. Daniel P. Kuffner, Mr. Timmian Massie, Mr. A. Gregg Pulver, and Mr. Erich Behrendt, Student Trustee  
Dr. Pamela R. Edington, President

- I. The meeting was called to order at 7:30 p.m. by Vice-Chairperson Dupree.
- II. Roll Call by Ms. Beasimer, quorum present.
- III. Approval of Agenda: Upon motion made by Mr. Massie, seconded by Ms. Appel, voted on and duly carried, the agenda was approved as distributed.
- IV. Swearing-in of New Trustees  
  
Vice-Chair Dupree administered oaths of office to Ms. Angela Flesland and Ms. Lisa Gharthey.
- V. Public Comment  
  
Professor Mark Condon, President of Dutchess United Educators (DUE), addressed the Board regarding non-agenda items. He gave an update on recent DUE activities.
- VI. Consideration of Minutes of Meeting held on September 25, 2018: Upon motion made by Mr. Kuffner, seconded by Ms. Brown, voted on and duly carried, the minutes were approved as distributed.
- VII. Educational Presentation  
  
This month's educational presentation was given by Ms. Genna Suraci, Coordinator of the Aviation Maintenance Program. Currently, the College offers two A.S. programs in Aviation: 1) Pilot, which was introduced in 2005, and 2) Aviation Management, which was introduced in 2012. DCC is centrally located within a 90-mile radius of major airports and is in close proximity to fixed-based repair stations and employers. The closest school that offers aviation programs is approximately 70 miles from DCC.

Ms. Suraci provided information regarding the various programs offered by other institutions, including the length of the programs and the tuition charged. DCC will offer at 12-month program with an anticipated tuition of \$25,000. The tuition at other institutions ranged from \$28,000 for a 16-month program to \$55,000 for a 24-month program. The estimated annual operating cost of DCC's program is

\$617,858.50, which would require 25 students to break even. The program will have the capacity for 75 students.

The average national salary for a jet aircraft mechanic is \$83,726, and \$66,059 for a non-jet mechanic. She reported that, over the next 20 years, there will be a world demand of approximately 754,000 aviation and maintenance technicians.

Ms. Suraci informed Board members that DCC will have a new hangar and new equipment for the program. The College has already received two donated planes through the government's surplus website: 1) a CESSNA 404 that is air worthy had an original price of \$220,000; the College paid \$1,200; and 2) a Gulf Stream G3 executive jet that was part of the Airforce One Fleet, which is valued at \$22 million; the College paid \$1,300.

## VIII. COMMITTEE REPORTS

Vice-Chairperson Dupree 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 Bid for Snow Plowing and Removal

##### RESOLUTION NO. 2019-08

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

WHEREAS, bids were duly advertised and requested for SNOW PLOWING AND REMOVAL on a multi-year basis, and

WHEREAS, bids were received as a result of the solicitation and were publicly opened and read aloud at 2:00 P.M., September 21, 2018, and WHEREAS, vendors provided prices as shown on the tabulation sheet attached to this resolution, and

WHEREAS, funds for SNOW PLOWING AND REMOVAL will be made available in the operational budgets associated with the terms of the contract, now, therefore, be it

RESOLVED, that the bid received for SNOW PLOWING AND REMOVAL be awarded to Corewood Ventures, Inc., Poughkeepsie, NY, in accordance with the specifications for a multi-year contract and in the amounts identified on the attached summary sheet for labor and equipment with operator. This contract is for a three-year period with the provision for two (2), one-year extensions.

\* \* \* \* \*

Seconded by Ms. Appel

Resolution adopted unanimously

#### 2. Approval of Capital Project for Hudson Hall Walkway

##### RESOLUTION NO. 2019-09

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

WHEREAS, Dutchess Community College has submitted a new funding

request for capital projects for the Hudson Hall Walkway with a total estimated cost of \$100,000 to the SUNY Office for Capital Facilities, and WHEREAS, upon approval by the SUNY Board of Trustees, the project will be submitted for inclusion in the State Budget as a new capital appropriation in the 2019-2020 budget cycle, and WHEREAS, the State funds would cover the state share of 50% of this project, and WHEREAS, the sponsor share of this capital project (\$50,000) would be covered through Capital Chargeback Funds, and WHEREAS, the project involves either (1) maintenance or repair involving no substantial changes in an existing structure or facility or (2) the replacement, rehabilitation or reconstruction of a structure or facility, in kind, on the same site, including upgrading buildings to meet building or fire codes, now, therefore, be it RESOLVED, that it is hereby determined, pursuant to the provisions of the State Environmental Quality Review Act, 8 NYECL Section 0101 et seq., and its implementing regulations, Part 617 of 6 NYCRR, that this project is a “Type II” Action within the meaning of Section 617.5(c)(1) & (2) of 6 NYCRR, and, accordingly, is of a class of actions which do not have a significant impact on the environment and no further review is required, and be it further RESOLVED, that the following capital project is hereby authorized and approved in the amounts indicated below:

Project Name	Estimated Total Cost	State’s Share (Appropriation)	Sponsor’s Share (Chargeback)
Hudson Hall Walkway	\$100,000.00	\$50,000.00	\$50,000.00

and, be it FURTHER RESOLVED, that this resolution be forwarded to the Dutchess County Legislature for its consideration.

\* \* \* \* \*

Seconded by Ms. Brown Resolution adopted unanimously

3. Approval of Additional Funding for the Aviation Maintenance and Education Center Capital Project

RESOLUTION NO. 2019-10

Mr. Kuffner offered the following resolution and moved its adoption: WHEREAS, during the development of the plans and specifications for the Aviation Maintenance and Education Center, the building plans were reviewed for construction costs, including educational materials and equipment, and design and construction management costs, and it was determined that the estimated cost of the building project is \$13,089,000, and WHEREAS, by Resolution #2017-14, the Board of Trustees approved the Aviation Maintenance and Education Center as a capital project with a total estimated cost of \$8,089,000, and WHEREAS, it is now necessary to amend capital project 08185, Aviation Maintenance and Education Center, to increase the project budget by an

additional \$5,000,000, and  
 WHEREAS, upon approval by the SUNY Board of Trustees, this additional funding for the project will be submitted for inclusion in the State Budget as a new capital appropriation in the 2019-2020 budget cycle, and  
 WHEREAS, the State funds would cover the state share of 50% of this additional funding for the project, and  
 WHEREAS, the sponsor share of this additional funding for the capital project (\$2,500,000) would be bonded in accordance with SUNY funding policy and procedures for capital projects, now, therefore, be it  
 RESOLVED, that the additional funding for the following capital project as revised is hereby authorized and approved in the amounts indicated below:

Project Number	Project Name	Estimated Total Cost	State's Share (Appropriation)	Sponsor's Share
08185	Aviation Maintenance & Education Center Project – Additional Funding	\$5,000,000	\$2,500,000	\$2,500,000

and, be it  
 FURTHER RESOLVED, that this resolution be forwarded to the Dutchess County Legislature for its consideration.

\* \* \* \* \*

Seconded by Mr. Massie Resolution adopted unanimously

**B. Personnel and Community Relations**

**1. Approval of Amended Dutchess Educational Health Insurance Consortium Trust Agreement**

**RESOLUTION NO. 2019-15**

Ms. Hugo offered the following resolution and moved its adoption:  
 WHEREAS, Board of Trustees' Resolution #15, dated October 17, 1988, authorized the College to participate in the Dutchess Educational Health Insurance Consortium (DEHIC), and  
 WHEREAS, the Board of Trustees has approved subsequent Trust Agreements that permit the College to remain a member of the Consortium, and  
 WHEREAS, the Board of Trustees of DEHIC has approved a revised Trust Agreement to clarify certain provisions in the original Trust Agreement and ensure the continued effective operation of DEHIC, and  
 WHEREAS, participants are required to approve the amended Trust Agreement, now, therefore, be it  
 RESOLVED, that Dutchess Community College hereby agrees to the amendment of the DEHIC Trust Agreement, as proposed by DEHIC's Board of Trustees, to be effective January 1, 2019, and be it  
 FURTHER RESOLVED, that Pamela R. Edington, President, is hereby authorized to execute the attached Amended Trust, which shall be made part of the minutes of this meeting, and be it

FURTHER RESOLVED, that a certified copy of this resolution shall be sent, along with the executed Trust Agreement, to DEHIC.

\* \* \* \* \*

Seconded by Ms. Brown

Resolution adopted unanimously

C. Ad Hoc Policy Committee

1. Approval of Procurement Policy

RESOLUTION NO. 2019-11

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, based upon this review, the ad hoc committee has determined that the current Procurement Policy needs to be revised, now, therefore, be it RESOLVED, that, based upon the recommendation of the ad hoc committee and review by the Board of Trustees, the revised Procurement Policy, which is attached and 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 shall reconsider this policy again within five years or earlier should it be determined revisions are needed prior to the scheduled review date.

\* \* \* \* \*

Seconded by Mr. Massie

Resolution adopted unanimously

2. Approval of Policy on Granting Stipends for Management/Confidential Employees

RESOLUTION NO. 2019-12

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 fiscal accountability, it has been determined that a policy on granting stipends for management/confidential personnel is needed, and

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

RESOLVED, that, based upon the recommendations of the ad hoc Policy Review Committee, and review by the Board of Trustees, the attached policy on Granting Stipends for Management/Confidential Employees, 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.

\* \* \* \* \*

Seconded by Ms. Appel

Resolution adopted unanimously

3. Approval of Addendum to the Equal Opportunity Policy: Access, Employment and Fair Treatment

RESOLUTION NO. 2019-13

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 prevent and combat sexual harassment in the workplace, Governor Andrew M. Cuomo and the New York State Legislature recently enacted NY Labor Law §201-g, which requires every employer in the State to adopt a sexual harassment prevention policy that meets or exceeds certain minimum standards; and

WHEREAS, based upon the new law and a review of the College’s Equal Opportunity Policy: Access, Employment, and Fair Treatment, the ad hoc committee has determined that this policy should be revised to include the attached addendum, *SUNY Sexual Harassment Response and Prevention Policy Statement*, as prepared and recommended by SUNY, now, therefore, be it

RESOLVED, that, based upon the recommendation of the ad hoc committee and review by the Board of Trustees, the attached *SUNY Sexual Harassment Response and Prevention Policy Statement*, which is attached and shall be made part of the official minutes of this meeting, shall be included as an attachment to the College’s Equal Opportunity Policy: Access, Employment, and Fair Treatment, and be it

FURTHER RESOLVED, that this policy, as revised, 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.

\* \* \* \* \*

Seconded by Ms. Appel

Resolution adopted unanimously

IX. Report of the Student Trustee

A. Student Trustee Behrendt reported on upcoming activities:

1. Luncheon for international students – December 7
2. International Fun Night – October 26
3. Ghost Hunt – October 31
4. Blood drive – October 29-31
5. Forensic artist presentation – October 25

- B. LGBTQ held a Community Leaders Forum earlier today.
  - C. Mr. Behrendt informed Board members that the SGA has been collecting socks that will be donated to a local charity and is also working on an event with Grace Smith House.
  - D. The SGA is seeking ideas for a philanthropic community event. To that end, a group brainstorming session will be held later this month, and the team that offers the winning suggestion will receive gift cards.
  - E. Mr. Behrendt reported that the SGA is working with the DCC Foundation on a fundraiser for the Technology Fund. The Foundation will award the SGA with a brick in the Pine Grove.
- X. Report of the Chairperson
- A. Vice-Chair Dupree informed Board members that he participated in the LGBTQ Forum and had the opportunity to talk to students after the event.
  - B. Resolution of Commendation for Former Trustee Thomas E. LeGrand

RESOLUTION NO. 2019-14

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

WHEREAS, Mr. Thomas E. LeGrand has retired from the Board of Trustees of Dutchess Community College after twenty-two years of distinguished service, and

WHEREAS, during his tenure as a member of the Board from 1996 through 2018, Mr. LeGrand served with honor and distinction and was an outstanding representative of the Board and the College, and

WHEREAS, Mr. LeGrand has served in several leadership positions, including Chairperson of the Board for nine years, Vice Chair for three years, and Secretary for five years, and

WHEREAS, Mr. LeGrand brought distinction to Dutchess Community College by his selection to receive the Donald M. Mawhinney Jr. Trustee Leadership Award from the New York Community College Trustees Consortium for his leadership, vision and commitment to the community college mission, and

WHEREAS, Mr. LeGrand provided guidance and support to the President of Dutchess Community College and his fellow Board members, and

WHEREAS, upon his retirement, the Board of Trustees wishes to recognize and commend Mr. LeGrand for his dedicated and devoted service as a member of the Board of Trustees, now, therefore, be it

RESOLVED, that the Board of Trustees hereby extends its appreciation to Mr. LeGrand for his dedication and commitment to the excellence of Dutchess Community College, and be it

FURTHER RESOLVED, that the Board of Trustees hereby approves this resolution on the occasion of Mr. LeGrand's retirement from the Board in recognition of his exemplary service to Dutchess Community College, and be it

FURTHER RESOLVED, that, the Board of Trustees hereby grants Mr. LeGrand the status of Trustee Emeritus.

\* \* \* \* \*

Seconded as a whole

Resolution adopted unanimously

- C. Mr. Dupree announced that the Board has discussed awarding an honorary Associate Degree to Trustee Emeritus LeGrand.

XI. Report of the President

- A. President Edington shared with Board members a recent conversation she had with the father of a bridge student. He was very pleased with the attention and support his child received.
- B. Dr. Edington spoke about the two recent awards she received: an ERVK medal and the AAUW Woman of the Year Award. At the ERVK event, there was widespread endorsement of Dutchess Community College and the work we have done to engage and strengthen the community. At the AAUW event, there were more kudos for the College and the partnerships we have forged. An attendee at the event told us that her family could afford to donate \$4,000/year for a scholarship. The Foundation will follow up with her.
- C. President Edington gave an update on the Next 10 planning process. Enrollment will continue to be challenging, and the College will need to identify and reach populations that we are not yet serving. All three teams will meet with our consultant this week to start the process that will form the basis for County support and set the vision for the future of the College. She emphasized the importance of Board engagement in the process.
- D. Dr. Edington talked about what is happening on the financial front:
1. The DCC Association will be entering into an agreement with the Anderson Center for Autism for the use of a portion of the residence hall, which will result in income of \$100,000 for the Association.
  2. The College has started collecting revenue from T-Mobile for the cell tower. Since August, we have collected \$2,750/month. For 2018-2019, we will net \$33,000.
  3. The Dutchess County Legislature approved phase 2 of the College's roof replacement project in the amount of \$1,593,400.
  4. Two DCC alumni, who produced the DCC Foundation video that was shown at the Gala, are working with Choice Films and will be using our theatre to film scenes for a movie. Twenty of our students will be used as extras and will have the opportunity to observe the production and filming process being used. The crew will be on campus for 8 days and the College will receive \$7,750 in compensation.

President Edington said we are open to ideas about other possible revenue streams.

- E. The Chamber of Commerce Foundation has requested the use of the DCC campus for KidVenture. This event, which will be held in late April, will have various vendors who will offer interactive programming. It is anticipated that several thousand people will attend. The Chamber Foundation will take care of all set-up, clean-up, etc. In addition, a donation will be made to the DCC Foundation to support scholarships. The College can provide promotional materials at the event. Board members supported hosting KidVenture.
- F. President Edington spoke about a new endeavor with Vassar College that will permit Vassar students to take classes at DCC and, reciprocally, our students can take classes at Vassar with no cost to either school or the students. At this point in time, only a small number of students are participating.
- G. Dr. Edington informed the Board that Provost Ellen Gambino is currently working with Vassar College faculty on the possibility of creating a program to provide credit classes to incarcerated individuals at the County jail.
- H. President Edington reported that she, along with the Presidents of Vassar College, Marist College, SUNY New Paltz, and the CIA, will be meeting with the Dyson Foundation, the Mayor of Poughkeepsie, and Pattern for Progress to share the work being done in the City of Poughkeepsie and to discuss possible collaborations.
- I. Next week, the SUNY community college presidents will be meeting with the Chancellor to discuss finances. They will bring up the importance of base level funding in place of the current FTE formula. Additionally, the proposed change in the chargeback formula needs to be addressed. DCC could lose \$300,000 under the change if approved.
- J. Dr. Edington announced that Dr. Meryl Tisch, Vice Chair of the SUNY Board of Trustees, and Dr. Johanna Duncan Poitier, SUNY Vice-Chancellor, are visiting the DCC campus tomorrow. They requested to meet with her, the Cabinet, and students.

## XII. Election of Officers

Ms. Appel made a motion to approve the following slate of officers for 2018-2019:

Chairperson:	Daniel P. Kuffner
Vice-chairperson:	Michael Francis Dupree
Secretary:	Betsy Brown

The motion was seconded by Mr. Pulver. There being no nominations from the floor, the motion was voted on and unanimously approved.

As the newly elected Chair, Mr. Kuffner thanked the Board for their support and made the following committee appointments:

<u>Academic and Student Affairs:</u>	M. Dupree, Chair L. Gharney E. Behrendt
<u>Finance and Facilities:</u>	T. Massie, Chair S. Appel M. Dupree
<u>Personnel and Community Relations:</u>	B. Brown, Chair A. Flesland G. Pulver
<u>Ad Hoc Policy Committee:</u>	D. Kuffner T. Massie R. Keller-Coffey (Former Trustee)
<u>DCC Association Liaisons:</u>	M. Dupree T. Massie
<u>DCC Foundation Liaison:</u>	B. Brown

XIII. Items for Future Agendas

There were none.

XIV. Date of Next Meeting

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

XV. Adjournment

There being no further business to discuss, a motion was made by Mr. Massie, seconded by Ms. Flesland, voted on, and duly carried, to adjourn the meeting. The meeting adjourned at 9:00 p.m.

Respectfully submitted,

Linda M. Beasimer  
Executive Assistant