

DUTCHESS COMMUNITY COLLEGE
Minutes
Board of Trustees Meeting
October 24, 2017

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

- I. The meeting was called to order at 7:25 p.m. by Chairperson LeGrand.
- II. Roll Call by Ms. Beasimer, quorum present.
- III. Approval of Agenda: Upon motion made by Mr. Dupree, 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 announced that members of DUE and the administration will be co-presenters at a national collective-bargaining conference in April. They will discuss how collaboration between management and the union helped to forge the current DUE contract.

- V. Consideration of Minutes of Meeting held on September 19, 2017: Upon motion made by Mr. Kuffner seconded by Mr. Borchert, voted on and duly carried, the minutes were approved as distributed.

VI. Educational Presentation

Dr. Kathleen O'Connell, Associate Professor in the Department of Behavioral Sciences, gave a brief presentation on *The Pantry*. The mission of the pantry is to provide everyone the necessary help needed to live and thrive at Dutchess Community College.

The Pantry, which is staffed by volunteers and student interns, was started with support from Dr. Edington, the Student Government Association, Dutchess United Educators, the Human Services Program, and donations from various businesses and individuals. It is open on Mondays, Wednesdays, and Thursdays from noon to 4:00 p.m. Those in need are given a three-day supply of food.

A holiday food drive is currently underway, and a community resources information brochure is being developed to provide information on other services that are offered in the community. Plans for the future include offering fresh food and educational programs.

Dr. O’Connell invited Board members to attend the Open House @The Pantry on November 2nd, from 12:30 to 2:30 p.m. in the Ritz Lounge and to visit The Pantry, which is located in Dutchess 114.

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 RFPs:

a. Design and Preparation of Construction Documents for a New Educational Hangar Building

RESOLUTION NO. 2018-12

Mr. Kuffner offered the following resolution and moved its adoption:
WHEREAS, proposals were duly advertised and requested for the Design and Preparation of Construction Documents for a New Educational Hangar Building, and
WHEREAS, seven (7) proposals were received as a result of the solicitation and were opened at 3:00 PM, September 6, 2017, and
WHEREAS, vendors provided prices as shown on the tabulation sheet attached to this resolution, and
WHEREAS, a committee of College and County representatives reviewed these proposals and have recommended C & S Engineers as the company that best meets the needs of the College, and
WHEREAS, the Board Finance and Facilities Committee agrees with this recommendation, and
WHEREAS, the proposal received from C & S Engineers Inc. meets the required specifications, and
WHEREAS, funds for the Design and Preparation of Construction Documents have been approved by New York State and Dutchess County, now, therefore, be it
RESOLVED, that the contract for the Design and Preparation of Construction Documents for a New Educational Hangar Building, in accordance with the specifications, be awarded to C & S Engineers, Syracuse, NY, in the amount of \$619,200.00.
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Seconded by Mr. Dupree Resolution adopted unanimously

b. Construction Management Services for a New Educational Hangar Building

RESOLUTION NO. 2018-13

Mr. Kuffner offered the following resolution and moved its adoption:
WHEREAS, proposals were duly advertised and requested for Construction

Management Services for a New Educational Hangar Building, and WHEREAS, six (6) proposals were received as a result of the solicitation and were opened at 3:00 PM, September 6, 2017, and WHEREAS, vendors provided prices as shown on the tabulation sheet attached to this resolution, and WHEREAS, a committee of College and County representatives reviewed these proposals and have recommended Colliers International as the company that best meets the needs of the College, and WHEREAS, the Board Finance and Facilities Committee agrees with this recommendation, and WHEREAS, the proposal received from Colliers International meets the required specifications, and WHEREAS, funds for Construction Management Services for a New Educational Hangar Building have been approved by New York State and Dutchess County, now, therefore, be it RESOLVED, that the contract for Construction Management Services for a New Educational Hangar Building, in accordance with the specifications, be awarded to Colliers International, New York, NY, in the amount of \$434,000.00.

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Seconded by Mr. Dupree

Resolution adopted unanimously

c. Architectural/Engineering Services for Roof Replacements Design

RESOLUTION NO. 2018-14

Mr. Kuffner offered the following resolution and moved its adoption: WHEREAS, proposals were duly advertised and requested for Architectural/Engineering Services for Roof Replacements Design, and WHEREAS, eighteen (18) proposals were received as a result of the solicitation and were opened at 2:00 PM, September 15, 2017, and WHEREAS, vendors provided prices as shown on the tabulation sheet attached to this resolution, and WHEREAS, the proposal received from Rhinebeck Architecture and Planning, PC was reviewed by the Finance and Facilities Committee and meets the required specifications, and WHEREAS, funds for the Architectural/Engineering Services for Roof Replacements Design have been approved by New York State and Dutchess County, now, therefore, be it RESOLVED, that the contract for Architectural/Engineering Services for Roof Replacements Design, in accordance with the specifications, be awarded to Rhinebeck Architecture and Planning, PC, Rhinebeck, NY, in the amount of \$175,000.00.

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Seconded by Mr. Massie

Resolution adopted unanimously

2. Approval to Dispose of Surplus Equipment

RESOLUTION NO. 2018-15

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.

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Seconded by Mr. Dupree

Resolution adopted unanimously

B. Personnel and Community Relations

1. Approval of Professional Staff Titles

RESOLUTION NO. 2018-16

Ms. Hugo offered the following resolution and moved its adoption:
 WHEREAS, a review of the administrative organizational structure of the College was conducted, and
 WHEREAS, based upon this review, it has been determined that several current titles do not accurately reflect the responsibilities of these positions and new titles need to be created, 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 following titles in the professional service:

Assistant Vice President for Student Financial Services
Associate for Capital Finance and Administration
Associate Vice President and Dean of Community Services & Special Programs
Associate Vice President of Administration
Aviation Maintenance Technology Program Coordinator
Bursar
Chief Diversity Officer
Executive Assistant to the Provost
Executive Assistant to the Vice President of Administration
Provost & Vice President of Academic Affairs & Student Services
Vice President of Advancement

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Seconded by Mr. Dupree

Resolution adopted unanimously

2. Approval of Title Changes

RESOLUTION NO. 2018-17

Ms. Hugo offered the following resolution and moved its adoption:
 WHEREAS, a review of the administrative organizational structure of the College was conducted, and
 WHEREAS, based upon this review, it was determined that several current titles did not accurately reflect the responsibilities of these positions and new

titles were created and approved by the Board of Trustees, now, therefore, be it

RESOLVED, that, based upon the recommendation of the President of the College, the following title changes are hereby approved:

Name	Current Title	New Title
Bridgette Anderson	Associate Dean of Administration for Campus Facilities & Security	Associate Vice President of Administration
Cristina Crawford	Assistant to the Vice President of Administration	Executive Assistant to the Vice President of Administration
Ellen Gambino	Vice President of Academic Affairs	Provost & Vice President of Academic Affairs & Student Services
Carol Helion	Assistant to the Vice President of Academic Affairs	Executive Assistant to the Provost
Lisa Keto	Assistant to the Dean of Administration	Associate for Capital Finance and Administration
Donna Rocap	Associate Dean of Administration for Financial Services	Associate Vice President of Administration
Ginny Stoeffel	Dean of Community Services & Special Programs	Associate Vice President and Dean of Community Services & Special Programs

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Seconded by Mr. Dupree

Resolution adopted unanimously

3. Approval of Management/Confidential Salaries for 2017-2018

RESOLUTION NO. 2018-18

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

WHEREAS, the salaries of management/confidential professional staff members have been determined for fiscal year 2017-2018, now, therefore, be it

RESOLVED, that, based upon the recommendation of the President of the College, the following salaries are hereby approved for fiscal year 2017-2018 and shall be retroactive to September 1, 2017:

Name	Title	2017-2018 Salary
Anderson, Bridgette	Associate Vice President of Administration	\$135,334
Andrews, AnneMarie	Executive Assistant to the President	\$78,067
Beasimer, Linda	Executive Assistant to the Board of Trustees & the President	\$89,810
Couret, Esther	Director of Human Resources Management	\$122,156
Crawford, Cristina	Executive Assistant to the Vice President of Administration	\$66,524
Gambino, Ellen	Provost and Vice President of Academic Affairs & Student Services	\$161,083
Gessler, Klaus	Associate Dean of Administration for Info Technologies	\$136,336
Griffin, Patrick	Director of Information Systems	\$137,355
Helion, Carol	Executive Assistant to the Provost	\$68,657
Keto, Lisa	Associate for Capital Finance & Administration	\$78,745

McGlynn, Susan	Assistant to the Dean of Academic Affairs	\$77,231
Molella, Holly	Dean of Academic Affairs	\$135,841
Pollard, Diana	Executive Director of the DCC Foundation	\$98,126
Rocap, Donna	Associate Vice President of Administration	\$121,112
Sims, Coreen	Assistant Director of Human Resources	\$77,320
Soltish, Michael	Director of Applications Development	\$95,707
Stoeffel, Virginia	Associate Vice President and Dean of Community Services & Special Programs	\$116,701
Stokes, Judith	Director of Communications & Public Relations	\$115,841
Trogisch, Colleen	Associate Dean of Academic Affairs	\$109,180
Vargas, Rosa	Human Resources Coordinator	\$59,140

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Seconded by Mr. Kuffner Resolution adopted unanimously

4. Approval of Benefits for Management/Confidential Personnel

RESOLUTION NO. 2018-19

Ms. Hugo offered the following resolution and moved its adoption:
 WHEREAS, in the past, the Board of Trustees has extended the benefits outlined in the College’s contract with Dutchess United Educators, with some exceptions, to management-confidential employees, and
 WHEREAS, a review of these benefits was undertaken and it was determined that management-confidential benefits should be specifically, and separately, defined, now, therefore, be it
 RESOLVED, that, based upon the recommendation of the President of the College, the benefits as specified in the attached document, which shall be made part of the official minutes of this meeting, are hereby approved for management-confidential staff.

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Seconded by Ms. Fichtmueller Resolution adopted unanimously

5. Approval of Title and Salary Change

RESOLUTION NO. 2018-20

Ms. Hugo offered the following resolution and moved its adoption:
 WHEREAS, in May 2017, Camille Solá was hired as an Instructor of Sociology in the Department of Behavioral Sciences for the 2017-2018 academic year, at an annual salary of \$56,065, and
 WHEREAS, Dr. Solá completed her Doctorate degree in August 2017, prior to starting in her tenure-track position, and
 WHEREAS, it has been determined that her title and salary should be adjusted, now, therefore, be it
 RESOLVED, that, based upon the recommendation of the President of the College, Dr. Solá’s title is hereby changed from Instructor of Sociology to Assistant Professor of Sociology, and be it
 FURTHER RESOLVED, that her salary for the 2017-2018 fiscal year shall be \$61,261.

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Seconded by Mr. Borchert Resolution adopted unanimously

6. Professional Staff Appointments

RESOLUTION NO. 2018-21

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

Susan Mead, Acting Assistant Vice President for Student Financial Services, for the period October 30, 2017 through December 31, 2017, at an annual salary of \$119,500, prorated for the period of time worked.

Rob Zasso, Acting Director of Financial Aid, for the period October 30, 2017 through December 31, 2017, at an annual salary of \$99,322, prorated for the period of time worked.

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Seconded by Mr. Massie

Resolution adopted unanimously

7. Approval of Early Retirement

RESOLUTION NO. 2018-22

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 Sally Weglinski, Assistant Director of Academic Services, is hereby approved, effective March 9, 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 Ms. Weglinski for her valuable contributions to the College's educational program during her tenure and wishes her the very best in her retirement and future endeavors.

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Seconded as a whole

Resolution adopted unanimously

VIII. Report of the Student Trustee

- A. Student Trustee Fichtmueller reported that the Student Government Association (SGA) has filled the vacant positions on its Executive Board. Additionally, two students have been appointed to the Perkins Career and Technical Education Council.
- B. A luncheon for international students was held on October 4th. Students discussed the positive and negative aspects of attending DCC as an international student. The positive comments included the helpfulness and approachability of faculty and staff, good campus resources, and acceptance into the campus community. The negatives included the residence hall being closed during breaks, lack of on-campus employment, offices not being familiar with their needs, and the lack of a specific club for

them whereby they could meet on a regular basis. The possibility of starting a club is being discussed.

- C. A Dining Advisory Club is being formed so student voices can be heard.
- D. Ms. Fichtmueller informed Board members that several events are being planned:
- *Construction* event, which will be a friendly competition
 - Food and hygiene products drive
 - Halloween dance, followed by the *Rocky Horror Picture Show*.
- E. Student Trustee Fichtmueller said she had the opportunity to attend the SUNYSA Fall Conference and network with other student leaders. Some of the topics discussed were student involvement, diversity/equity/inclusion, and shared governance. A shared governance award is given out annually, and Ms. Fichtmueller said she would like to have DCC apply for this award.
- F. Ms. Fichtmueller, along with other members of the Executive Board, attended the Student Assembly Fall Conference. Topics included DACA, the Excelsior Scholarship, shared governance, and the Maintenance of Effort Bill, which supports keeping the level of funding provided to SUNY colleges constant from year to year. The SGA passed a resolution of support and has started a petition that will be sent to state legislators.
- G. Student Trustee Fichtmueller announced that the Student Technology Fund will fund the following items:
- Pyxis MedStation for the Nursing Department
 - Echo Livescribe Pens for Accommodative Services
 - Academic Works software for Academic Affairs and Student Services

IX. Report of the Chairperson

- A. Chairman LeGrand said he was remiss last month in not commending Trustee Brown for her years of leadership as an officer of the Board when her term as Vice Chair ended. Ms. Brown served as Vice Chair of the Board for two years and three years as Secretary. He thanked her for her commitment to the College and our students.
- B. Mr. LeGrand informed the Board that he attended the ERVK Medal Awards ceremony. Among those individuals to receive these prestigious awards were two individuals connected to the College: Trustee Michael Dupree and alumnae Dr. Karen Trovato.
- C. Chairman LeGrand informed Board members that he also attended the inaugural Dr. D. David Conklin Distinguished Lecture Series, featuring Dr. David Kennedy as the guest speaker. It was an excellent event.

- D. Mr. LeGrand showed a video of an inspirational graduation speech, *The Wisdom of a Third Grade Drop Out*, made by motivational speaker Dr. Rick Rigsby.

X. Report of the President

- A. President Edington reported that she met with three donors (Daniel Curtin, Vernon Jones, and Allyn Washington) during her trip to California. Although we are in the “pre-campaign” phase of our capital campaign, it is important to start reaching out to our major contributors. Now that the County has approved our moving ahead with our Facilities Master Plan, we will be able to determine what our needs will be so we can update our Strategic Plan and the Foundation can embark on a capital campaign.

Dr. Edington asked Diana Pollard, Executive Director of the Foundation, to provide an update on the Foundation’s activities.

1. Ms. Pollard thanked Trustee Tim Massie and Mr. Peter Clark for a \$100,000 donation that was made through the Dyson Foundation in memory of Peter’s mother. The funding will be used to create the Marjorie H. Clark Forum, which will provide lectures on such topics as ethics and social justice.
2. Ms. Carol Gordon, former Chair of the DCC Foundation, and Ms. Pollard had an opportunity to visit with a DCC alumnus who credits the College with his success. He is the former CEO of FootLocker.
3. The Foundation is working with the Career and Transfer Center to bring alumni back to campus to talk to students.
4. Ms. Pollard announced that the Foundation has been informed it will be the recipient of an unexpected estate gift of approximately \$95,000.
5. The Foundation will be providing \$655,000 in support for the College: \$440,000 in scholarships; \$50,000 for speakers, Mini-grants and faculty initiatives; \$65,000 in student technology grants; and \$100,000 for facilities upgrades.
6. Ms. Pollard reported that the Foundation just completed five successful events. Upcoming events include:
 - Falcon Award for Business Excellence – November 14, 2017
 - Craft Fair – November 25 & 26, 2017
 - President’s Breakfast – January 25, 2018
 - Celebration of Giving – February 9, 2018
 - Gala – March 24, 2018
7. The Foundation is working with Academic Affairs on grant proposals: the Dyson Foundation pilot grant for community colleges and the SUNY Hardship Grants.

8. Ms. Pollard told Board members the Foundation will work with our student government on the issue of student philanthropy. During the week of November 13-17, philanthropy cords will be sold and students can wear them at graduation to show their support of the College.
 9. Ms. Pollard informed Board members that the Foundation will purchase an Academic Works Scholarship Program software that will help to implement our scholarship program.
 10. The Foundation continues to work with its consultants on campaign initiatives.
 11. Ms. Pollard invited Board members to attend the Foundation's annual holiday dinner.
- B. President Edington gave an update on the student course evaluation process. Work is being done to find a technological solution to help make sense of the data collected from student evaluations.
- C. Upcoming events in November:
- November 2 – meeting of Dutchess County School Superintendents to discuss the connections between K-12 and the College, as well as concurrent enrollment
 - November 4 – AAUW *Live Your Dream* Girls Conference
 - November 7 – IBM's Women's Tech Event; Dr. Edington will be the keynote speaker.
 - November 10 – New York State Minorities in Criminal Justice will be presenting an award to the College for the work our Community Services Division does in the Dutchess County jail.
 - November 10 – The College's Veterans Center will be awarded the "Battle Buddy Center" designation.
 - November 14 – Evelyn Constantino, Chief Operating Officer of Royal Carting, will receive the Falcon Award for Business Excellence at a luncheon to be held at the College.
 - November 15 – Dr. Edington will travel to Washington, D.C. to attend the AACC Diversity Commission meeting.
- D. President Edington announced that the College has reached an articulation agreement with Alfred State College whereby Alfred will provide junior and senior-level courses at DCC for our nursing graduates. This program will start in January.

Dr. Gambino provided additional information on the program. Alfred State will accept 64 DCC credits and will permit students to take an additional 18 general education credits from DCC towards their bachelor's degree. Alfred will conduct its courses on our campus. This program is a great opportunity for our almost 800 nursing graduates, as well as any other nurses seeking a bachelor's degree.

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 December 12, 2017 at 5:00 p.m.

XIII. 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 8:45 p.m.

Respectfully submitted,

Linda M. Beasimer
Executive Assistant

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